


Minutes of the Regular Meeting Lewistown Public Library 	
Lewistown Public Library Board of Trustees	Thursday, 12/20/2018 2:00 PM – 3:45 PM Upstairs Meeting Room Lewistown Public Library

Lewistown Public Library’s Mission Statement:

“The Lewistown Public Library provides free and equal access to quality materials and services, which fulfill the educational, informational, cultural, and recreational needs of the entire community.”

2:00 PM Call to order -- roll call – Regular meeting of the Library Board of Trustees was called to order by Mary Frieze. Members present: Mary Frieze, Cathy Moser, Mary Baumstark and Marie Anderson. Director: Dani Buehler. Library Staff: Kari Albertson – Denison. Excused: Patty Turk and Jean Collins.

Appoint Recorder of Minutes: Kari Albertson – Denison

Reading of the Mission Statement: Cathy Moser

Revisions to the Agenda:

- Add under Upcoming Business delayed open at 10am on Wednesday, December 26

Comments for the Good of the Library:

- Mary B complimented staff’s performance during this time and the big shift. Looks great
- Marie mentioned Jim Hansen is a great asset to both the library and the Friends’ efforts
- Book shelves from the MT are still being researched. Dani is getting estimates
- Marie stated she likes the Facebook page and shares often to help spread library news

Disposition of Minutes:

- Questions on policy progress- in process. Will consider adding to Section 3 of By Laws “may be attended remotely”
- The safety policy is “Disaster Plan” which needs updated
- Add an “e” to Mari under Reading of Mission Statement as it is Marie Anderson
- Mary B moved to approve the minutes, Cathy 2nd. The motion passed unanimously
 - Mary B moved to approved of Special Meeting Minutes #5 and Cathy 2nd. The motion passed unanimously
 - Mary B moved to approved of Special Meeting Minutes #6 and Cathy 2nd. The motion passed unanimously
 - Mary B moved to approved of Special Meeting Minutes #7 and Cathy 2nd. The motion passed unanimously

Financial Reports:

- Line 2220 – County \$
- 390 (other) includes Heritage Quest and magazine subscriptions. We have no online subscriptions at this time. Hopeful about a possible partnership with Providence that could encompass the online magazines and more research options
- Line 2706 – trust of Book Station
- 4001 is holding steady. Reserved for capital improvements
- Cathy moved to approve claims, Mary B 2nd. The motion passed unanimously

Director's Report:

- Collections are currently moving. Volunteers: Clint Smith, Dylan Buehler, Craig Buehler and Jim Hansen have been super helpful
- Northwestern Energy audit is on its way. Next will look at grants to replace windows and there's a potential for a rebate
- Dani has reached out to state for ideas on policy regarding security cameras, animals and weapons. Many responses are coming in and she will share in January
- Great applicant response on Youth Librarian position. Ten folks applied and one rescinded their application. Dani would like an interview team. Mary F is available in the new year. Cathy and Marie also volunteered. Staff will also be involved in screening and the Board likes this idea
- Stats- circulating items are down but patrons are up. Website has a lot of traffic. Mary B suggests stats for Facebook as well
- CMF report discussed. Mary B requested 2 years of records from CMF to analyze

Communications:

Friends of the Library:

- The December sales; book sale and Santa's Seconds sale, raised \$1,103.00
- Gearing up for Chili Bowl and well prepared
- Mary B has beef to donate

Commissioner's Report:

- Dani shared the East Fork camping fee policy approved. Amount TBD
- Several folks vocalized concern about the chlorination in city water
- Burger King absorbed an alley way

Discussion with the Public:

- None

Continuing Business:

- MT Annotated Code states Library Board consist of 5 members
- Marie expressed that is would be valid to have a County Commissioner on the Board

Upcoming Business:

- Closed Tuesday, December 25 and Tuesday, January 1, 2019 to observe Christmas and New Year's Day
- Board supports a delayed open on Wednesday, December 26 at 10am
- Chili Bowl is Friday, January 18 and plans are moving along. We may have some TORCH volunteers this year. Mary B will be a runner
- Discussion about Board retreat and the purpose. Mary B prefers Monday, Saturday. Most others pretty open. Retreat will be a 'meeting of the minds'

New Business:

- CMF funds transfer Thursday, December 20

(3:45 p.m. PM Mary B moved to adjourn, Cathy 2nd. Meeting adjourned.)

NEXT REGULAR BOARD MEETING: Thursday, January 17 at 2:00 p.m. in the Upstairs Meeting Room. Respectively Submitted: Kari Albertson – Denison, Librarian