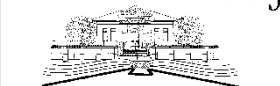


Minutes of the Regular Meeting Lewistown Public Library	
	
Lewistown Public Library Board of Trustees	Thursday, 1/17/2019 2:00 PM – 3:30 PM Upstairs Meeting Room Lewistown Public Library

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, Jean Collins, Mary Baumstark and Gayle Doney. Director: Dani Buehler. Library Staff: Kari Albertson – Denison. Excused: Marie Anderson.

Appoint Recorder of Minutes: Kari Albertson – Denison

Reading of the Mission Statement: Mary Baumstark

Revisions to the Agenda:

- None

Comments for the Good of the Library:

- Welcome to our new Board Trustee Gayle Doney. Gayle stated she is glad to be part of the Board and “I hope to be an advocate”.
- Patty Turk stepped down as the City Commission representative to the Library. We thank her for her years of service and dedication to the Library.
- Mary F commented that Chili Bowl plans are coming along wonderfully, Board agrees. 26 teams are signed up thus far

Disposition of Minutes:

- Cathy noted to add ‘service’ animals under Directors Report – “Dani has reached out to the state for ideas on policy regarding security cameras, *service* animals, and weapons.”
- Jean moved to approve the minutes as amended, Mary B 2nd. The motion passed unanimously
 - Question on possible Providence University partnership. Dani clarified that classes just started this week – these are mostly online classes at this time. Dani will check in with Providence about partnering - specifically research options. Mary B has a meeting with Diane Oldenburg and will ask about his possibility

Financial Reports:

- Line 2706 is Library Trust account held at City
- Line 4001 is Depreciation Fund
- Cost savings is due to Youth Librarian position vacancy savings
- Note past due accounts are in 'actual' and not past due. Issues have risen due to Lewistown Disposal being sold to Republic Services, this issue is being addressed
- \$10,000 donation from LPL endowment (CMF fund interest), \$500 Jaycees grant
- Cathy moved to approve claims, Jean 2nd. The motion passed unanimously

Director's Report:

- Energy audit has arrived. Dani will analyze and look at grants to replace windows to be more energy efficient
- The new Youth Librarian has been hired and Brittany Uecker has accepted this position. She is moving from Missoula for the position and will start February 12, 2019
- Collection shift is near completion on main level
- Morrison-Maierle Systems of Billings looked at computer network last week. They will offer recommendations in near future. Suggested a Firewall for security and split internet connection for staff and public
 - In January of 2020 Microsoft 7 will be obsolete
 - Mary B has IT experience and offered to review to proposal
 - Rick with Lewistown Online currently donates Wi-Fi and services computers at half-cost
 - Currently at 46% of computer budget for year
 - Our digital infrastructure is lagging behind. State recommends 100megabite/second download speed and we currently have 30megabite/second download speed
 - E-Rate (Federal grant program) offers reduction in Internet Service costs and ERate has grants a few hardware grants to help update systems. CMF has grants that may help
 - 6 of 7 public computers will be obsolete in 2020
- Stats down, normal for December
- Dani will work forward on CMF report for past two years that Mary B requested in November.
- Board discussed reaching out to solicit private donations. Will revisit discussion

Communications:

Friends of the Library:

- Marie absent. Mary F shared that FOL is busy preparing for the Chili Bowl. A good amount of volunteers are pitching in. Sandy Birkland, Arlene Mari, Marie Anderson, Carol Wicks mentioned

Commissioner's Report:

- Gayle was again welcomed and Dani will work on getting her Board Trustee manual created

Discussion with the Public:

- None

Continuing Business:

- Board Retreat best meeting options are mornings/Monday. President's Day works for everyone. Pam Henley with the State Library will conduct the training. Dani will schedule and inform Board of date and time
- A discussion item for retreat is Board attendance and vote by proxy – a change in Board by-laws

Upcoming Business:

- Chili Bowl is Friday, January 18 @ Jack's Hangar, 5:30pm. 7 rounds, 10 questions each
- We need one table runner as an employee is out sick
- Four families donated beef for the chili. Shopko donated water
- No advertising to inform beverages are okay to bring, but it is okay for team players to bring their own beverage and be responsible
- The Library will close at 2pm and be closed Saturday for the Martin Luther King Jr Day holiday
- Mary F stated that the Council on Aging has been great to work with and that we are using their food trays for chili feed
- The entrance will be at the back door of Jack's to avoid folks waiting in line outside
- Winners receive \$15 gift certificate to Central Feed Company and \$5 to Judith Theatre

New Business:

- No new business discussed

(3:30 p.m. PM Mary B moved to adjourn, Cathy 2nd. Meeting adjourned.)

NEXT REGULAR BOARD MEETING: Thursday, February 21 at 2:00 p.m. in the Upstairs Meeting Room. Respectively Submitted: Kari Albertson – Denison, Librarian