


Minutes of the Regular Meeting Lewistown Public Library	
	
Lewistown Public Library Board of Trustees	Thursday, 3/21/2019 2:00 PM – 4:05 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, Jean Collins, Mary Baumstark, Gayle Doney and Marie Anderson. Director: Dani Buehler. Library Staff: Kari Albertson – Denison. Excused: Cathy Moser.

Appoint Recorder of Minutes: Kari Albertson – Denison

Reading of the Mission Statement: Mary B

Revisions to the Agenda:

- Add Board Retreat to Upcoming Business

Comments for the Good of the Library:

- Mary F shared the Board email address information to Gayle & Jean
- Gayle’s email is not working
- Patty T is still receiving Board emails
- Mary B shared experience with a junior high student she is tutoring and their great experience at the library
- Moore does not have a school library but a small public library with limited hours

Disposition of Minutes:

- Mary B moved to approve the minutes, Jean 2nd. All in favor

Financial Reports:

- Postage may run over for Interlibrary Loan. Dani updated possible future change in state dropping OCLC in 2020 and ILL would shift to a partners libraries system to share collections
- Agreed to allocate more \$ in budget to continue ILL to fulfill mission
- Review 2220 – maintenance is over: lights, plumbing, elevator, snow removal, basic building needs are higher than budgeted. Need to increase line item amount next year

- Other purchases are MTLIB2GO, MT Shared Catalog, periodicals and subscriptions. Dani will check with Nikki on this amount – shouldn't be over budget. May request to add line item for subscriptions
- Training & travel to MLA in April will reflect next month in training
- Dani, Misty & Kari got new office chairs
- All trustees asked to review line items early to be more prepared for budget time
- Gayle asked why the city doesn't provide cleaning and maintenance for a city building. This has been an ongoing tension and the library has contracted a part time cleaner to come in one time a week to clean. Will be more ideal to have cleaning done more often for this busy public building
- Mary B motioned to approve the February claims and Jean 2nd. All in favor

Director's Report:

- Half way through staff evaluations. Will complete this month
- Staff is very busy. Brittney is currently forming a young writers group for junior high students
- Dani shared ideas for new furniture for new reading area. Peacemaker chair style favored
- Mary B volunteered to help display and mount pictures in Nancy Watt's historic collection area
- Central Lock & Key and Snowy Mountain Lock & Door are bidding for the window project
- Dani aspires to attend Summer Leadership Institute this summer led by the state. The Board supports participation
- August 15 – 16 Public Service Academy training is being considered
- Building issues this winter; a great deal of ice, some may be due to alley issues. Changes in alley projected to be coming soon. In contact with Holly on this project
- Carrie @ Central MT Foundation advised against a pass though account and create a sub account or leave monies in available to receive the .5% interest
- CMF grant due April and could apply for the window project. Next step approach the city for funding of computers.
- Dani attended a Federation meeting in Billings on Saturday. Gigabyte Toolkit will review in spring. \$400 coming to Federation Libraries. Push for census promotion and participation as plays a role in governmental funding. E-Pass for trustees is an option – Dani will show how to sign up and navigate.
- Board decided to not host MT Repertory Theatre this year as the days offered aren't conducive to Library hours. Will reconsider next year if their schedule will work for the Library hours better.

Communications:

Friends of the Library:

- Marie reported March's book sale was canceled due to weather. Monthly meeting is next week.
- Membership renewals went out and many are coming in

Commissioner's Report:

- Gayle reported the city is working on budget. Dave Byerly will meet with county commissioners along with Dani this spring to discuss budget. Dani will give a review of Library happenings. Tentatively plan to meet at county commissioners 2nd meeting of the month in May
- Lewistown Online is reportedly closing. Dani will follow up as they donate Wi-Fi to the Library

Discussion with the Public:

- None

Continuing Business:

- Voting and meeting attendance by-proxy: New language for policy discussed. Amending Article 7 Section 6: Conference Meetings – The board may permit any trustee to participate in regular or special meeting by or to conduct the meeting through the use of any means of communication by which all trustees participating may simultaneously hear each other during the meeting. Arrangements must be made four hours prior to the meeting. With the maximum of two trustees attending electronically at a time. A trustee participating in a meeting by this means is considered to be present in person at the meeting and must be present for the entire meeting.
- Jean moved to approve the amended Article 7 Section 6 and Mary B seconded. All in favor
- Weapons policy – Monte B suggests having an open meeting with public prior to passing. Work with the city for possible ordinance.

Upcoming Business:

- Board retreat – 9am breakfast and meeting at 10am with Pam Henley from the state on March 25 at the Calvert hotel
- MLA Conference April 10 – 13. Staff is attending in Helena and the Library will be closed on Saturday, April 13
- Trustee training in Butte on Wednesday, April 24 – Gayle & Mary B may attend
- Author Dinner is Wednesday, May 15. Board is asked to bring silent auction item and the Friends will contribute an auction item. Tickets will be dispersed at April meeting. Suggested to have a credit card scanner for the auction. Tickets are \$50/each. Dani will email the Board when tickets get in
- Budgetary meetings with city and county will take place in April

New Business:

- None

Trustee Minute:

- None

(4:05 p.m. PM Jean moved to adjourn. Meeting adjourned.)

NEXT REGULAR BOARD MEETING: Thursday, April 18 at 2:00 p.m. in the Upstairs Meeting Room. Respectively Submitted: Kari Albertson – Denison, Librarian