


Minutes of the Regular Meeting Lewistown Public Library	
	
Lewistown Public Library Board of Trustees	Thursday, 4/18/2019 2:00 PM – 4:15 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 Cathy Moser. Director: Dani Buehler. Library Staff: Kari Albertson – Denison. Excused: Marie Anderson. City: Assistant Chief Police Officer John Polich

Appoint Recorder of Minutes: Kari Albertson – Denison

Reading of the Mission Statement: Mary B

Revisions to the Agenda:

- Move discussion on firearms up under Director Report
- Add June & August meeting date conflict under New Business

Comments for the Good of the Library:

- Welcome Officer Polich

Disposition of Minutes:

- Cathy posed question on ILL status and city cleaner. The Public Service Academy is education opportunity for Dani in August – Board has approved
- Jean moved to approve the minutes, Mary B 2nd. All in favor

Financial Reports:

- Snow removal high under 2706 – Building Maintenance. Need to increase this item for next budget year
- Boiler pump will need to be replaced next fall. It broke on Tuesday, April 16. Cost is projected at \$2,200. Mary B asked if the boiler needs to be replaced. Boiler is shut off in May and turned back on in Fall. Will ask for more funding this upcoming budget cycle to cover this expense.

- Mary B motioned to approve the March claims and Cathy 2nd. All in favor

Director's Report:

- Dani met with Holly Phelps and Justin Jenness to discuss prohibiting firearms in the Library. The discussion has evolved to include all public buildings through a city ordinance. Officer Polich came today to answer any questions on this issue. Great Falls city has a city ordinance to prohibit open carry in public buildings and Lewistown is moving in that direction. Concealed weapons are not allowed in public buildings as expressed through state statute. Polich suggests we wait to pass a library specific policy until the city ordinance process is complete. Gayle reported she met with Holly and Justin and that the process will be much quicker than anticipated and may be enacted by July. Officer Polich is available in the future to assist as well as is Officer Jenness
- Staff evaluations are complete
- Dani submitted CMF grant for \$12,500 for new windows on 7th Avenue and alley side. Dani will speak at CMF breakfast on May 28
- Security camera bids reviewed:
 - \$4,751 with Snowy Mountain – Bob
 - \$3,050 with Lock & Key – Tim (already doing window project)
 - Discussion to be continued. No monthly charge for camera security. However, it was noted the Library does not have a door alarm for building security
- MLA recap
 - Dani & Mary attended Looking Outward on Wednesday
 - Staff attended throughout the week and came back with great ideas
- Conversations
 - Dani met with County Commissioners; Carl Seilstad and Sandy Yougbauer, on April 8. Carl thought county contribution went into Depreciation Fund and it goes into General Fund. Last Interlocal Agreement was written in 1990 and Dani plans to update this process by budget 2020
 - Dani visited Community Council on April 15. They had questions about a library district
 - Dani will present Library needs/budget at “Committee of Whole” City Commission meeting in early May
 - Gigabyte Toolkit was performed today. Determined that our Internet speeds and computers are all good – the network wiring and hardware is a wreck which is causing the system issues. Solutions: rip out all wiring and rewire, move rack room by electrical box, get bid from Rick and MidRivers. (John Payne is retiring, Rick is taking over)
- Stats are good. Huge jump in Facebook – Kari is doing a great job with the PR. Many new patrons last month

Communications:

Friends of the Library:

- Marie absent. The Friends will represent the Library at the upcoming Non Profit Fair

Commissioner's Report:

- Gayle shared during Director's report regarding the firearms policy

Discussion with the Public:

- None

Continuing Business:

- Confirm by-proxy voting addition to the bylaws – use 'may' instead of 'might'. Rest looks good
- Mary B suggests postponing Director evaluation until October after Dani has been in the position for a year. Mary also suggested having staff do evaluation on Director – Tracy Cook will be consulted if that's protocol. Dani will use the same evaluation format as the Board. Jean suggested the Board give a verbal approval for Dani's 6 month review. Board agreed that the verbal approval suffices

Upcoming Business:

- Trustee training in Butte on Wednesday, April 24 is full. Our Board isn't attending
- Author Dinner is Wednesday, May 15. Board is asked to bring silent auction item and suggested to find a few others to bring an item. Mary B will put a list together of folks the Board is assigned to ask for of auction items and she will email that list to the Board. The Friends will contribute an auction item. Anticipate 15-20 auction items and will use a number system. Tickets dispersed. Tickets are \$50/each. Table decoration led by Mary B – large scale ties
- SRP is June 4 – July 13 "Universe of Stories". Planning in process
 - Programs
 - NASA @ My Library for youth
 - Michael Master's "Identified Flying Objects" presentation
 - Movies @ Judith Theatre
 - Muppets In Space for family
 - Star Trek of Apollo 13 for adult

New Business:

- Dani has conflicts with June & August Board meetings due to training. Board will meet on Thursday, June 13 to accommodate. August date to be determined

Trustee Minute:

- None

(4:15 p.m. PM Cathy moved to adjourn, Mary B 2nd. All in favor. Meeting adjourned.)

NEXT REGULAR BOARD MEETING: Thursday, May 16 at 2:00 p.m. in the Upstairs Meeting Room. Respectively Submitted: Kari Albertson – Denison, Librarian