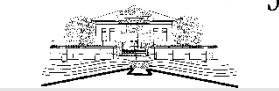


Minutes of the Regular Meeting Lewistown Public Library	
	
Lewistown Public Library Board of Trustees	Thursday, 7/18/2019 2:00 PM – 3:30 PM Upstairs Meeting Room Lewistown Public Library

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.”

2:04 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, Cathy Moser, Gayle Doney, Marie Anderson, Mary Callahan Baumstark and Nikki Brummond, City CFO. Director: Dani Buehler.

Appoint Recorder of Minutes: Mary Callahan Baumstark

Reading of the Mission Statement: Marie Anderson

Revisions to the Agenda:

- Dani added Library Closure for Fergus County Fair, “Lewistown Days” Thursday, July 25 at noon to New Business.

Comments for the Good of the Library:

- None

Disposition of Minutes:

- Gayle moved to approve Minutes from June 13, 2019.
- Jean seconds.
- Passes Unanimously

2:06 pm Nikki Brummond, City CFO, joins the meeting

Financial Reports:

- Mary Callahan Baumstark moves to approve June 2019 claims
- Cathy asked about Amazon Business account costs – Dani clarified, with a \$179 yearly subscription cost, the Library receives invoice billing rather than credit card purchasing with Amazon, as well as, offering a way to receive Prime free shipping while not attached to an individual’s personal Amazon account.

- Jean seconds motion to approve claims
- Passes Unanimously

Director's Report:

- The movie sponsored by the Library for the SRP 2019 culmination event, "Muppets From Space" was well attended with over 50 coming to the event. The Judith Theater was pleased with the attendance and expressed interest in potential future collaborations.
- Summer Reading Program had 93 adult participants and 200 kid participants. The StarLab, which was rented from the Museum of the Rockies, was a huge success with 1067 visitors coming to the Library the two days it was available to the public. These visitors help to contribute to the Libraries highest visited days this year.
- Dani reported that Tony Tecca is not responding to the requests to repair work on the outside of the building that was done in the spring of 2018. Board of Trustees advised to ask County Attorney to send a certified letter.

Communications:

Friends of the Library:

- Marie reported the Friends of the Library Book Sale for the month of June raised \$711. She also expressed excitement for new chairs in the entry space of the Library. Marie also shared that the FOL will participate in the Hot Summer Nights, put on by the Lewistown Downtown Association on July 19th.

Commissioner's Report:

- Gayle reported that the Commissioners are moving into budget season.

Discussion with the Public:

- Marie complimented Dani on her last blog post

Continuing Business:

- Budget Discussions.
 - Discussed a preliminary 2019-2020 operations budget which included increasing the Summer Reading Program line item from \$5000 to \$6500, as well as a discussion of an increase in the Library's contribution to the annual budget.
 - Dani presented a variety of scenarios that explored different options with the City appropriation that could be presented to the City Commission. The proposed operational budget is approximately \$75,000 and the personnel budget ranges from approximately \$279,000 to \$270,000 (the main discrepancy between the two is the option to hire a part-time person). The Board of Trustees prefers to seek out the option that includes a part-time person.
 - As a City representative, Gayle voiced concern over a 22% increase (that would cover Library payroll costs) as she has not seen the entire General Fund Budget from the City and could not state if the money was there to cover this increase. Nikki also offered advice as to what we could ask for from the City.

- The Board of Trustees agreed upon presenting three appropriation increase options to the City Commission. Which are a 5% increase, 7% increase, and 14.5% increase. The 14.5% increase would balance the budget and cover the personnel cost of one new year-round part-time employee.
- The topic of personnel cost was discussed at length. Dani shared that if the City covered personnel cost in full more of the Libraries money could be spent on collections and library programming. Also, having personnel cost covered by the City would create a reliable revenue source for staff salaries.
- With the topic of funding changes, Dani suggests modifying the current interlocal agreement with the City, County and Library to better reflect revised finances.

Upcoming Business:

- Dani will present the Library Annual Report and the three proposed increases in the City's appropriation to the City Commission at the Commission Meeting on August 5th and requests the Board of Trustees attendance at the meeting.

New Business:

- Dani's salary was discussed as it would need to be included in the numbers presented to the City Commission and it will affect the overall appropriation increase request.
 - The Board of Trustees discussed a "placeholder" amount of \$5000 in the budget for Dani's raise, to be given after her annual performance evaluation in October 2019.
- Library Closure – Dani suggested closing the Library at noon on Thursday, July 25 for "Lewistown Days" at the Fergus County Fair. Jean so moved to close the Library for the suggested date and time. Mary Callahan Baumstark seconded, the motion passed unanimously.
- The Board of Trustees signed the updated bylaws.
 - The updates included language changes in Article 7, Section 3.
 - Dani gave each Trustee a new copy of the revised Bylaws.

Trustee Minute:

- Several good books were recommended.
- Dani informed the Board of Trustees that Lewistown's Carnegie Library was to be on the cover of a forthcoming book about Carnegie Libraries in Montana. And shared that a reception for this new book will be held in Big Timber, MT on Saturday, September 7 from 4-6pm. All are welcome to attend.

(4:20 p.m. Meeting adjourned.)

NEXT REGULAR BOARD MEETING: Thursday, September 19 at 2:00 p.m. in the Upstairs Meeting Room. Respectively Submitted: Danielle Buehler, Library Director using notes taken by Mary Callahan Baumstark during the meeting.