


Minutes of the Regular Meeting Lewistown Public Library	
	
Lewistown Public Library Board of Trustees	Thursday, 10/21/2019 2:00 PM – 3:56 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 Callahan Baumstark, Mary Frieze, Cathy Moser, Arlene Mari, and Dani Buehler

Appoint Recorder of Minutes: Mary Callahan Baumstark

Reading of the Mission Statement: Cathy Moser

Revisions to the Agenda: Director Evaluation added to “Upcoming Business” and Policy Revisions added to “New Business”

Comments for the Good of the Library:

- Cathy Moser mentioned a recent article in the Lewistown News Argus about the Library’s Youth Writer’s groups
- Mary Frieze reported on the South Central Federation meeting she attended in Big Timber
 - Dani explained the work the State Library is doing to update the OCLC consortium contract and reported that the Lewistown Public Library is in compliance with the State Library and thus will receive state and federation funding when available

Disposition of Minutes:

- Mary B moved to approve the board minutes from the August 22 meeting, Cathy 2nd. All in favor

Financial Reports:

- Mary B moved to approve the claims for August and September, Cathy 2nd. All in favor
- There was discussion about an upcoming boiler expense, and it was suggested that we split the cost of that expense between the depreciation fund and a recent donation

Director's Report:

- The 7th Ave window installation has been completed. Dani is talking with the Friends about updating the laminate that is at the base of the new windows
- Keith Stoican has completed the sidewalk drainage project. This will hopefully improve the runoff pattern outside the library and decrease dangerous ice build-up
- Darrell Tuss has been contacted about fixing the exterior crack on the west end of building
- Universal Heating and Cooling has given us a bid of \$2000 to replace a broken circulation pump in our main boiler
- Tracey Haugen, County Building Manager, has agreed to remove snow on the Main Street and 7th Ave sidewalks on the Library block. The Book Station will be maintained by another entity
- Dani attended and enjoyed the MLA Fall Retreat. A few topics of note – Chromebook updates for patron computers, Mental Health First Aide course for library/city staff, and programming ideas
- Both the Public Library Standards and Statistics have been completed and sent to the State Library

Communications:

Friends of the Library:

- Arlene Mari is the new ex-officio Trustee from the Friends of the Library. She reported a good October book sale. The Friends are also working on the annual Santa's Seconds Sale, as well as, a bench for outside the Book Station dedicated to Tom and Marie Anderson and their many years of service to both the Library and the Friends

Commissioner's Report:

- Gayle Doney was not present for the meeting

Discussion with the Public:

- None

Continuing Business:

- Stephanie Land is not available for the Author Dinner. Dani will continue her search for authors
 - Dani took a moment to discuss possible changes to the event, such as, "Murder Mystery" event, small "micro" events over the course of a month, etc.
 - It was agreed upon that a new venue should be considered

Upcoming Business:

- The Carnegie Book reception at the Lewistown Library is set for Thursday, November 7th. The Friends will provide refreshments and the author Kate Hampton will be present to discuss her research for the book

- Chili Bowl date has been set for Friday, January 17th. Jacks Hanger has been secured and both tables and chairs have been reserved.
 - It was discussed that a side fundraiser or raffle would be good to add to the event and this is being considered
 - No Winter Fair activities are planned this year during the event
- Director's Evaluation
 - It was decided to have Dani email her self-evaluation to the Board. We will conduct a performance review during the regular November meeting

New Business:

- Reviewed new changes to the Memorandum of Understanding with the City of Lewistown
- Mary B moved to send the new copy of the MOU to the City for review, and to have the final version sent to the LPL Board of Trustees for a final review. Cathy 2nd the motion. All in favor
- Policies Review – Dani is reviewing Library Policies and is changing ours, using the Billings Public Library's as a template. The staff will review them first, and then they will be presented to the Board for final approval. This process will occur over the next few months.

(3:56 p.m. PM Mary B moved to adjourn, Cathy 2nd. All in favor. Meeting adjourned.)

NEXT REGULAR BOARD MEETING: Thursday, November 21 at 2:00 p.m. in the Upstairs Meeting Room. Respectively Submitted: Mary Callahan Baumstark, Trustee