


Minutes of the Regular Meeting Lewistown Public Library	
	
Lewistown Public Library Board of Trustees	Thursday, 8/22/2019 2:00 PM – 3:40 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, Marie Anderson, Gayle Doney and Cathy Moser. Director: Dani Buehler. Library Staff: Kari Albertson – Denison.

Appoint Recorder of Minutes: Kari Albertson – Denison

Reading of the Mission Statement: Marie Anderson

Revisions to the Agenda: Approval of Executive Session minutes

Comments for the Good of the Library:

- Great week for the Library! Budget approval with 14.5% increase. Mary F is proud for the Library

Disposition of Minutes:

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

Financial Reports:

- Not much spending with budget freeze that began in June and has continued
- \$8,000 back dated to cover books in misc/donations
- 2706 acct – Dani didn’t get revenue sheet, not much to report
- Depreciation fund \$15,000
- Jean motioned to approve the July claims and Mary B 2nd. All in favor

Director’s Report:

Meetings:

- City Commission Meeting
 - Dani was able to present the Library Annual Report during the Committee of the Whole before the Monday, August 5th Commission Meeting. During this meeting Dani reiterated the value of the Lewistown Public Library and gave the yearly statistics to the Commission. This began the discussion surrounding the City's appropriation to the Library's budget. During the Committee of the Whole Dani presented the 3 proposed increases to the City's contribution. A lengthy discussion ensued and at the request of Commissioner Doney the City's appropriation was tabled until the entire General Fund Budget could be reviewed in it's entirety.

- Commission Work Session: Budget
 - Dani also attended the Commission Work Session that was held Monday, August 12th. During this session the General Fund Budget was reviewed in it's entirety. Each department had a chance to discuss their proposed budgetary increases with the City's contribution to the Library coming last in the evening. It was proposed and supported by the City CFO and the City Manager that they were both comfortable covering the Libraries personnel costs.
 - Both Commissioner Doney and Nikki were looking for ways to expedite the option of the City covering personnel costs and wanted to see documentation proposed to the City Commission by the next Commission Meeting on Monday, August 19. This would not be an amended or updated Interlocal Agreement but simple a Memorandum of Understanding between the City and the Library that stated the City would pay personnel costs accrued by the Library as it's appropriation to the Library.

Staffing:

- Nicole's last day will be Saturday, August 17. Nicole's work was very appreciated this summer. When looking to the future and finding a possible part-time candidate we will stress that this position needs a detail-oriented person who can work independent effectively.

Library Land:

- Beyond Budget, we are cruising along nicely in Library Land. We continue to adapt the Library's footprint to include more gathering spaces for patrons. The staff has many projects that are streamlining the Library's collections. Both Brittney and Nancy Sackett are creating inventories and beginning weeding projects. Misty will be helping with both of those projects. Nancy Watts has seen many researchers this summer and is still responding to their requests. Kari is working hard to line-up a movie series with the movie theater. And Dani is working to create a better space to display important Central Montana information....Dani is of thinking a "Civics Lab" is in order.

Communications:

Friends of the Library:

- Marie reported the July sale profit over \$700.00. Steady increase of sales
- September sale FOL will set up tents around Book Station with special collections
- Marie likes the new chairs

Commissioner's Report:

- Much work focusing on budgets
- Great turnouts for Library support at meetings
- Overall city budget is a concern
- MOU between city and Library is next step

Discussion with the Public:

- None

Continuing Business:

- Increase 14.5% will cover personnel costs and balance the budget
- City is open to covering personnel and has verbally agreed. An MOU is next step. Dani will draft per Board recommendations and prepare a draft for next Board packet. Aim to have pass through city by January 1, 2020. Plan to review MOU June 2020 and yearly thereafter
 - City will set bookends for parameters of Director – Board ultimately decides
 - Mary B will go to meet with Holly and Nicki next week to discuss MOU

Upcoming Business:

- Carnegie Book reception @ Livingston Library Sept 7 4-6pm. Dani will attend

New Business:

- Library will close Sept 7 during the Chokecherry Festival

Trustee Minute:

- Board likes potential authors Stephanie Land "Maid" and Rick Bass "Traveling Feast" for Author Dinner. Dani will inquire. Recommended to tie in Walking Book Club with chosen author
- Cathy asked about the exterior. Tony Tecca has been hard to reach and Dani is unable to find a warranty. Suggested to listen to past city commission meeting when it was presented to locate the warranty information.

(3:40 p.m. PM Cathy moved to adjourn, Mary B 2nd. All in favor. Meeting adjourned.)

NEXT REGULAR BOARD MEETING: Thursday, September 19 at 2:00 p.m. in the Upstairs Meeting Room. Respectively Submitted: Kari Albertson – Denison, Librarian