


<b>Minutes of the Regular Meeting</b> <b>Lewistown Public Library</b>	
	
<b>Lewistown Public Library</b> <b>Board of Trustees</b>	<b>Thursday, 11/21/2019</b> <b>2:00 PM – 4:10 PM</b> <b>Upstairs Meeting Room</b> <b>Lewistown Public Library</b>

**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, Gayle Doney, Jean Collins, Arlene Mari, and Dani Buehler

**Appoint Recorder of Minutes:** Mary Callahan Baumstark

**Reading of the Mission Statement:** Gayle Doney

**Revisions to the Agenda:** none

**Comments for the Good of the Library:**

- Mary F reported that Charlie Denison was planning on doing an informative article about the Friends of the Library.
- Dani announced the Trust for Montana Libraries had been established by the State Library.

**Disposition of Minutes:**

- Gayle moved to approve the board minutes from the October 24 meeting, Cathy 2<sup>nd</sup>. All in favor

**Financial Reports:**

- Discussion about the spending of Depreciation monies. In the future, we will budget the approximate cost of monies to be spent in the next fiscal year at the beginning of the budgetary season if this is a known expenditure (i.e. window replacement). This budgeting style is more in-line with the City of Lewistown accounting and governmental spending.
- Along with discussion about the Depreciation fund, Dani also relayed what she understood the balance of the fund to be. A breakdown follows:
  - 18/19 FY City and Library contribution of \$10,000 + \$5,000 CMF Grant + \$3,000 FOL Donation = \$18,000.
  - Expenditure of \$9,100 for window replacement,
  - Current balance of the Depreciation fund to \$8,900
  - Addition of 19/20 FY City and Library contribution of \$10,000

- Total fund should stand at \$18,900. This number has yet to be confirmed by the City.
- Mary B moved to approve the claims paid in October, Cathy 2<sup>nd</sup>. All in favor

### **Director's Report:**

- Dani announced that the 2706 account would cover the maintenance of the tree removal on the Book Station lot and the 2220 Building Maintenance account would cover the cost of tree trimming on the Library lot.
- Universal has been contacted to replace the broken circulation pump on the boiler.
- Dani is working on finding the most cost-efficient fix to correct the issue noted by the State when inspecting the elevator.
- The 7<sup>th</sup> Ave sidewalk project has been completed and Dani is working with Cory Birdwell to backfill the space beside the sidewalk.
- Dani advocated for the review and updating of Library policy. These policies will cover the patron experience within the Library and will be defined in 7 parts, which are:
  - a. Governance & Organizational Structure
  - b. Management Policies
  - c. Customer Services
  - d. Circulation Services
  - e. Information Services
  - f. Group Services
  - g. Collection Management Policy
- Dani also relayed her gratitude to the FOL for helping her put on a lovely evening at the Library for the recent book reception with author Kate Hampton visiting from the Montana History Foundation.

### **Communications:**

#### **Friends of the Library:**

- Arlene reported that the FOL October Book Sale brought in \$723 and \$150 in donations. December 7<sup>th</sup> is the next Book Sale and the Santa's Second Sale. Planning for the Chili Bowl's food has begun and a plaque for Marie and Tom Anderson is in the works.

#### **Commissioner's Report:**

- Gayle reported that the City Commission recently approved a few budget amendments. Gayle also shared changes at the State level to policies pertaining to Service Animals and the inclusion of Miniature Horses to what is considered a "Service Animal." Gayle also shared her wish to stay with the Library Board as the City Commission will again be assigning members to Boards throughout the community.

### **Discussion with the Public:**

- None

### **Continuing Business:**

- Review of the most recent edition of the Memorandum of Understanding with the City of Lewistown and the Library. It was noted that the phrase “specifically for Library use” was to be added to Section 1, part c of the document. With the addition of this phrase, Mary B moved to approve the updated MOU, Jean 2<sup>nd</sup>. All in favor
- Review of and discussion about the Collection Management policy. Gayle moved to approve the updated Collection Management policy, Jean 2<sup>nd</sup>. All in favor
- It was agreed that moving forward the policies would be reviewed in a piecemeal fashion and voted upon as a whole unit after the review process.
- The Board requested an outline or “map” for future policy discussions.

### **Upcoming Business:**

- Holiday closures were discussed. The Library will be closed on Thursday, Nov 28 for Thanksgiving and will resume regular hours at 9am Friday, Nov 29. For the Christmas holiday the Library will close at noon on Tuesday, Dec 24 and will open at 9 am on Dec 26. Lastly, the Library will close at noon on Tuesday, Dec 31 and will open at 9 am on Jan 2 for the New Year holiday.
- The movie “Elf” will be shown at the Judith Theater on Saturday, Dec 14 at 11am. This is the first in the Library’s Second Saturday movie series sponsored by the FOL.

### **New Business:**

- Gayle moved to do the Trustee minute before the closed session but upon reflection no closed session was necessary.
- Mary B moved to divorce Dani’s annual raise (budgeted in August) from her evaluation date, to give her a 5% raise for this fiscal year to be back paid through July 2019, Gayle 2<sup>nd</sup>. All in favor
- Board agreed to meet on Monday, Dec 1 at 1pm at the Lewistown Art Center to discuss the director’s evaluation, Dani waived her right to attend. Her evaluation will be given at the next regularly scheduled board meeting.

**(4:10 p.m. PM Meeting adjourned.)**

**NEXT REGULAR BOARD MEETING: Thursday, January 16 at 2:00 p.m. in the Upstairs Meeting Room. Respectively Submitted: Mary Callahan Baumstark, Trustee**