


Minutes of the Regular Meeting Lewistown Public Library	
	
Lewistown Public Library Board of Trustees	Thursday, 12/12/2019 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.”

2:00 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, Gayle Doney, Cathy Moser and Arlene Mari. Director: Dani Buehler. Library Staff: Kari Albertson – Denison. Absent: Mary Baumstark

Appoint Recorder of Minutes: Kari Albertson – Denison

Reading of the Mission Statement: Mary Frieze

Revisions to the Agenda: January 9, 2020 for next Board meeting

Comments for the Good of the Library:

- Mary commented the Santa’s Seconds Sale and December book sale were amazing. Gayle noted her name was misspelled in November 21 minutes

Disposition of Minutes:

- Jean moved to approve the November 21 minutes, Cathy 2nd. All in favor
- Jean moved to approve the November 25 special meeting minutes, Gayle 2nd. All in favor

Financial Reports:

- Central MT Foundation funds have been transferred. The total transferred funds are \$10,000
- Depreciation account 2706- tree removal expense will be paid for from this account. Public works paid for large tree removal and sidewalk by alley
- Building maintenance will go up- elevator, tree work & boiler
- Gayle moved to approve the November claims and Jean 2nd. All in favor

Director's Report:

- **Building:**
 - ◆ Tree trimming and removal has begun. The Book Station lot had the large green ash trees removed. The Library lot will have it's trees trimmed and broken branches removed. Creed Zibell handled the Book Station lot and Cal Songer is handling the Library lot.
 - ◆ I have contacted Houghtaling Plastering from Billings to look at the EFIS on the exterior of our building and offer bids for recovery.
- **Programming:**
 - ◆ The Library is experiencing a resurgence of programming now that we are fully staffed. In December and January we will be offering a variety of new programming options: Second Saturday Movie series showing Elf, Saturday Story Time, Teen Book Club over the winter holiday, and the Walking Book Club will be X-Country skiing. We are excited to offer all these new programs and if any sound interesting to you, come on in and try it out
 - ◆ The Chili Bowl is fast approaching. Torch has been contacted and will be helping us collect score sheets again this year. The Friends have the food covered and the Library is bringing some amazing trivia.
- **Staff:**
 - ◆ Staff evaluations will be conducted in February this year.

Communications:

- **Friends of the Library:**
 - Arlene reported the Santa's Seconds Sale profit over \$1,000.00 and book sale \$658.00. The Friends may do two days of Santa's sale next season. They had more donations than previous years
 - Arlene wrote letters of recruitment to folks and rec'd a donation
 - Chili Bowl Committee met and is on track for the event
 - A bench for Tom & Marie Anderson's service has been installed at the Book Station

Commissioner's Report:

- City may have a team for the Chili Bowl
- LPD fundraiser January 16 to raise funds for a narcotics dog

Discussion with the Public:

- None

Continuing Business:

- Review Governance Policy. Collection Management Policy reviewed last month
- Dani suggested Library Goals vs. Strategic Plan for the Board to consider
- Mary suggested a notation in Meeting Room Policy – original policy and date passed
- City Commission will vote on MOU this Monday at 7pm and the Holiday Open House is 5:30-7

Upcoming Business:

- Second Saturday Movie – December 14 showing “Elf” at 11am
- Holiday closures December 24 & December 31 @ 12pm
- Chili Bowl – January 17

New Business:

- Author Dinner will feature Caroline Patterson
- Brainstorm of ideas on format and location for Author Dinner. First decide location then dinner or appetizers. Dani will look into venues: Montgomery Barn, Calvert, The Loft, Trade Center, Jack’s Hanger or the Elks Club suggested
- Director evaluation will take place prior to meeting adjourn

(3:30 p.m. PM Gayle moved to adjourn, Jean 2nd. All in favor. Meeting adjourned.)

NEXT REGULAR BOARD MEETING: Thursday, January 9 at 2:00 p.m. in the Upstairs Meeting Room. Respectively Submitted: Kari Albertson – Denison, Librarian