


<b>Minutes of the Regular Meeting</b> <b>Lewistown Public Library</b> 	
<b>Lewistown Public Library</b> <b>Board of Trustees</b>	<b>Thursday, 1/9/2020</b> <b>2:00 PM – 3:50 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 Frieze, Jean Collins, Gayle Doney, Cathy Moser, Mary Baumstark and Arlene Mari. Director: Dani Buehler. Library Staff: Kari Albertson – Denison. Absent:

**Appoint Recorder of Minutes:** Kari Albertson – Denison

**Reading of the Mission Statement:** Gayle

**Revisions to the Agenda:** February 20, 2020 for next Board meeting

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

- Mary F commented that the Chili Bowl is exciting and coming right up. Dani noted the library entrance is under renovation: backpack condo moved to youth area and we will have 3 bulletins for information (city/county, FOL, community). Funds to renovate were from \$2,000 donation last summer- \$1,000 towards entryway and other to building upkeep or endowment. Mary F encouraged Board to be respectful to one another when speaking

**Disposition of Minutes:**

- Jean moved to approve the December 12 minutes, Cathy 2<sup>nd</sup>. All in favor

**Financial Reports:**

- Elevator maintenance paid, now looking at fixing electrical issues that were noted in inspection. Needs to be fixed to be ADA compliant within the year
- 2220 (311) ILL expenditure way down. Dani is looking into why as ILL rates are quite different than last year. Only change is that now mailing from Post Office instead of subscription
- Mary B moved to approve the December claims and Gayle 2<sup>nd</sup>. All in favor

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

- December – edit on stats chart
- Mary F noted that Mueller & Endowment have gained

### **Financials:**

- The City Commission passed the Memorandum of Understanding with the Library to fund personnel costs in full. Each Trustee should have the most recent copy of this agreement but if you need a copy let me know and you can add it to your binders.

### **Fundraiser:**

- Chili Bowl planning is going well, and we expect another well attended and fun night.

### **Building:**

- I met with John Houghtaling from Houghtaling Plastering of Billings to discuss repairs to our EFIS. He pointed out a few issues with the current state of the exterior and believed he could fix the issues, but the repairs would probably need to be extensive.
- A mechanic from KONE (elevator servicing) out of Helena stopped by to look at our elevator and review the current violations with the State Inspection office. He is currently putting a bid together

### **Communications:**

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

- Arlene reported the December book sale profited \$784.10.
- Friends are busy with Chili Bowl
- FOL workday focused on alphabetizing Book Station sections to better assist patrons

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

- City Attorney contacted the City Commission regarding conflicts and legal issues with fundraising. Gayle projects the City Commission will address fundraising which will in turn affect library fundraising efforts
- The library is not 'liquor legal' and cannot serve alcohol.
- Gayle will look into a Special Event Coverage to permit alcohol at the Chili Bowl
- FOL insurance is covered by RSVP and the building covered by the city as it's a city building. Is the Board covered by insurance?

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

- None

### **Continuing Business:**

- Author Dinner is set for Wednesday, May 13 at the Elks Club. “An Evening with the Author” will serve appetizers, one drink and have bistro tables and theatre seating. Gayle will help with centerpieces. Lewistown Rental has bistro tables – 12 per cart
- Board Retreat is Monday, February 10 at 9:00 a.m. at the Calvert Hotel
- Customer Services Policy reviewed: under hygiene address swimsuits and strong smells (perfume), add age 6 under unattended dependent persons, add statute with service animals

### **Upcoming Business:**

- Chili Bowl – January 17. Arrive @ 5pm to serve. Mary B shared that beer and wine license \$5.00 through the state – consider for future events
- Mary B offered to sign up Chili Bowl attendees for FOL memberships
- TORCH volunteers as table runners, staff and Dave & Arlene Mari as graders. It was suggested by board members that the Friends could carry a POS system that would accept credit/debit cards for fundraising efforts

### **New Business:**

- Lewistown was selected for Hometown Humanities. Dani will host Lunch & Learn sessions at the library for this opportunity. Details to come

**(3:50 p.m. PM Mary B moved to adjourn, Cathy 2<sup>nd</sup>. All in favor. Meeting adjourned.)**

**NEXT REGULAR BOARD MEETING: Thursday, February 20 at 2:00 p.m. in the Upstairs Meeting Room. Respectively Submitted: Kari Albertson – Denison, Librarian**