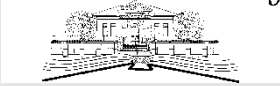


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| Minutes of the Regular Meeting Lewistown Public Library | |
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| Lewistown Public Library Board of Trustees | Thursday, 2/20/2020 1:30 PM – 3:35 PM Upstairs Meeting Room Lewistown Public Library |

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.”

1:30 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, Cathy Moser, Mary Baumstark and Arlene Mari (Gayle Doney to arrive at 2:30). Director: Dani Buehler. Library Staff: Kari Albertson – Denison. Guests: Jo McCully, Anne Tews

Appoint Recorder of Minutes: Kari Albertson – Denison

Reading of the Mission Statement: Arlene

Revisions to the Agenda: Add Donation Policy in New Business

Comments for the Good of the Library:

- Cathy stated she really enjoyed the Board retreat. Board agreed. Dani encouraged Board to search for podcast “This American Life: A Room of Requirement” from 2018 – suggested a group listening. Mary F shared a copy of Caroline Patterson’s book and donated to the library

Disposition of Minutes:

- Cathy moved to approve the January 9 minutes, Mary B 2nd. All in favor

Financial Reports:

- Fundraising line item will be added
- 2220 account #311 for postage is remarkably underspent. This is being examined
- Trust \$90,000 balance, Depreciation fund growing slowly
- Mary B moved to approve the January claims and Jean 2nd. All in favor

Director’s Report:

- Dani will check w/ MMIA that Board is covered by our insurance when doing Board business

- In May the transfer of funds from CMF to City of \$10,000 is all in order. A suggestion to leave a balance of \$25,000.00 in the available funds at CMF was proposed. We will strive to achieve this
- Mary F shared about trustee training in Missoula she'll be attending and invited others to join

Fundraiser:

- “An Evening with the Author” – Author Caroline Patterson has confirmed and signed the speaking agreement
- Chili Bowl was a success
 - Total funds raised: \$3,423
 - Net funds: \$3,250
 - ✓ Prizes: \$88
 - ✓ Table décor: \$58
 - ✓ Library stats sheet: \$27
- The City is working on putting a committee together to help draft policy guiding fundraising through the City in the future. I will be on that committee and advocate for the best outcome for Library fundraising

Building:

- The boiler inspector came and inspected our boiler on Feb. 12
- The temperature of the Library has been significantly more regulated due to the updates done to the windows. It is still a goal of mine to replace the windows in the alley. This would mean the last of the 1960's windows or older have been updated

Programming:

- The Library has a few different programs planned for “Census at My Library” Week, which is April 20-25. This corresponds with National Library Week. I have been attending both the Complete Count Committee meetings in Lewistown for Fergus County as well as attending the weekly State Library meetings about important census information and programming. This is what is planned for the Library currently
 - Visiting local Libraries to help if needed (Moore and Winifred seemed very interested)
 - ✓ I am working with Snowy Mountain Development to secure a Census Mini-Grant. We hope to use these funds and gift a few places around the county with a tablet they can use to help people access the census survey online.
 - #myfirstcensus Story Time and Books and Babies
 - The Census and Genealogy: What can you find out at the Library
 - MSU Nursing students in public health coming sometime this week to help people fill out their surveys

Patron Issue:

- Discussion about how best to approach a few patrons about nuisance odors. Policy was reviewed and suggestion on how to most tactfully discuss this with the patron were considered

Communications:**Friends of the Library:**

- Arlene reported the February book sale profit \$730.49.
- An anonymous donor would like to pay for the Movie Matinee Series. Estimated \$1,500 for all four showings and funds would be donated to the FOL
- Arlene spoke with Holly about alcohol in the meeting room and Holly said it was okay – Dani and Gayle stated that isn't accurate. Discussion followed and the new meeting room use policy will address

Commissioner's Report:

- Commission will start 5th Monday work sessions/2xmonth. Closed meetings
- Starting the budget in May/June & currently working on ordinances

Discussion with the Public:

- Anne Tews expressed appreciation for the work we all do

Continuing Business:

- Hometown Humanities meeting moved to Feb. 24. Jo will also be attending. Dani plans to offer Lunch & Learn at the library. Mary B suggested a community assessment
- Circulation Policy Review: add valid tribal ID, current school ID, Real ID. Two item limit was explained – used during 60 probationary period with new accounts. Fine Free will be explored in future. Cathy suggested adding “negative” to #4 on statement form

Upcoming Business:

- Mental Health First Aid training – Feb. 25, 26. Pattie Carr with CMMC is organizing. Kari & Misty will attend
- Women Lead Central Montana – Mar. 2. A few staff will attend this local training geared for women in Central MT
- MLA – April 1-4 in Missoula. Proposed to close library Apr. 2, 3, 4.
- Jean moves to close the library Apr. 2, 3, 4 so staff can attend MLA. Cathy 2nd. All in favor

New Business:

- Cathy had suggested a building improvements committee to work on exterior of the building. Cathy will represent from the Board. Will ask FOL for volunteers and invite Jim Hamling, Jeff Sheldon, Bud Barta, CJ Bailing and Jo McCulley's husband. Cathy will contact the Historic Preservation Office

- Dani informed the Board about conversations with Moore Library Director and Board and their situation. Dani will go to Moore Board meeting on March 4. Book mobile idea discussed
- A donation policy is needed. Recently we received valuable donation of maps. Suggested to put them in Author Dinner silent auction

(3:35 p.m. PM Jean moved to adjourn, Mary B 2nd. All in favor. Meeting adjourned.)

NEXT REGULAR BOARD MEETING: Thursday, March 19 at 1:30 p.m. in the Upstairs Meeting Room. Respectively Submitted: Kari Albertson – Denison, Librarian