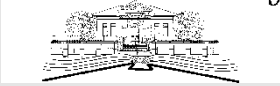


<b>Minutes of the Emergency Meeting</b> <b>Lewistown Public Library</b>	
	
<b>Lewistown Public Library</b> <b>Board of Trustees</b>	<b>Monday, 3/26/2020</b> <b>1:30 PM – 2:32 PM</b> <b>Lewistown Public Library</b>

### **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.”**

**1:30 PM Call to order -- roll call** – Emergency meeting of the Library Board of Trustees was called to order by Mary Frieze. Members present: Mary Frieze, Jean Collins, Gayle Doney, Jo McCauley, Cathy Moser, Arlene Mari and Director Dani Buehler

**Appoint Recorder of Minutes:** Dani Buehler

**Reading of the Mission Statement:** Jean Collins

**Revisions to the Agenda:** Dani adds request for a donation to MTLib2G right before adjournment

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

- Dani shared that Hi Heat donated \$2,000 to the Library that has been deposited to the Library Fund at CMF
- Instant digital card access has been made available to all Montana residents to checkout MTLib2Go
- Brittney has established two different virtual story times with Facebook Live
- Brittney is creating a story time over the radio
- Jean question: Where was \$2,000 Hi-Heat money deposited? Dani offered that this was deposited in the available funds of the Book Fund
- Mary F question: Can people still access Wi-Fi outside the building? Dani answered that yes Wi-Fi is still available 24/7. Looking into moving hotspot for better outside coverage for people

### **Disposition of Minutes:**

- Jean moved to approve the March 16, 2020 Emergency meeting. Jo 2<sup>nd</sup>. Passed unanimous

### **Discussion with public:**

- No public in attendance

### **Discussion on Emergent COVID-19 Issue:**

- Dani shared information with the board about the COVID-19 pandemic. Most of the information gathered was gathered from the Governor's office, State Library, the City of Lewistown, and from the Fergus County Health District official Sue Woods. Information included current confirmed COVID-19 cases in Montana, suggested timelines, and recommendations for closures from local government officials. Dani requested that the Board give her the authority to open the Library when guidance from the public health officials and government officials indicated the risk from COVID-19 has significantly subsided. This request could expedite the Library opening process.
- Gayle moved to give Dani the authority to reopen the library upon governmental recommendation. Jean 2<sup>nd</sup>.
  - Discussion: Arlene asked how information could be spread. Dani will contact both radio and newspaper. Door notice, and website and Facebook. And relay information to the Chamber.
  - Gayle shared that notice would come also from governmental bodies. Passed unanimous

### **Review Press release:**

- Discussion about what services the Library could offer during building closure. Dani shared an option for connection with our community by offering a Book Chat with Library staff and community members. Jean wondered if this was an offering that would be in place of reference and Dani shared that she believed this would be in addition to call in reference services. Jean also offered that the phone number could be added directly to that line.
- Dani addressed issues with curbside but suggested the possibility of grab bags created for people using materials from the Book Station. Lots of logistical issues were raised. Arlene will discuss this option with the Friends of the Library.
- Press release will go out basically as is with the addition the Book Chats through many different media outlets.
- Jean noticed a grammatical issue that was corrected, and the press release was completed

### **Discussion on upcoming Library Board Meetings for April and May:**

- Mary F asked if we should continue to meet via teleconference
- Cathy stated that a meeting of the board would be good but offered that the option for the next meeting may be best reviewed later when more information becomes available. Possibly April 1

- Arlene shared that meetings are important and check-ins to share information with the Board should be offered
- Dani stated that check-ins with the board are important, but we will need to clarify if these will be workshop meetings where no actions or decisions are made or open public meetings where regular actions are taken
- Gayle offered that meeting via digital format and public would not need to attend and any business would have to hold until we could have public in attendance. And that would be decided by governmental officials
- Mary F noticed the effectiveness of our current meeting and suggested that we continue with teleconference meetings to maintain Library business and not have things pile up. Mary F wondered why we can't keep doing teleconference meetings
- Issues and limitations with Board Bylaws and Open Meetings via teleconference were discussed by the group
- Jean asked if the Author Dinner was still scheduled for May and Dani relayed that the Author Dinner was moved to later in the summer, possibly August or September
- Gayle moved to have a Library teleconference workshop on Thursday, April 16 at 1:30 pm. Jean 2<sup>nd</sup>. No discussion. Passed unanimous

#### **Request for donation to MontanaLibrary2Go:**

- Dani asked for a donation to MontanaLibrary2Go to support the significant increase in patrons using digital
- Cathy asked if this was in response to the COVID-19 pandemic and Dani responded that yes this is a way to support the increase of digital patrons due to facility closures
- Jean and Mary F asked about where the financial implications of this donation and where money would be pulled
- Mary F also asked if this would affect the Summer Reading Program
- Cathy asked Dani's suggestion about the amount to donate
- Jean moved to send the MontanaLibrary2Go database and extra \$1,000. Gayle 2<sup>nd</sup>. No discussion. Mary, Jo, Jean, Gayle voted for. Cathy voted no

#### **Communications:**

- **Friends of the Library**
  - March book sale was \$684.00
  - Donation to cover Family Movie Matinees
  - Arlene wondered if the Friends could set up a space to promote the Friends at the movie theater during the matinees and Dani supported that idea
- **City Commission**
  - Gayle offered a relay information from the City to Dani during these times. Dani can then in turn keep the Board informed

**(2:32 p.m. PM Cathy moved to adjourn, Gayle 2<sup>nd</sup>. All in favor. Meeting adjourned.)**

**UPCOMING BOARD WORKSHOP: Thursday, April 16 at 1:30 p.m. via teleconference. Respectively Submitted: Danielle Buehler, Library Directory**