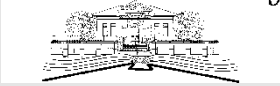


Minutes of the Emergency Meeting Lewistown Public Library	
	
Lewistown Public Library Board of Trustees	Monday, 4/16/2020 1:30 PM – 2:32 PM Lewistown Public Library

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 – Workshop 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: Dani Buehler

Revisions to the Agenda: None

Comments for the Good of the Library:

- Mary shared that Brittney was currently on the radio, Arlene was wondering how much feedback had been received by Dani about that program. At present, Dani had not heard any feedback.
- Mary also stated that the website looked good. Jean shared that we needed to update both FOL information and Board information on the website with new leadership.

Review of current library services:

- Dani shared the 72hr quarantine process currently in place for books being brought in daily from the book drop. This took many weeks to establish guidelines from the CDC and local public health officials.
- Staff is also working diligently to roll out curbside service. Patrons can call in or place a digital hold from our catalog online. A staff member will call the patron and discuss a pickup time. Then the item will be placed in a basket in the garden at the time decided upon for the patron to pick it up.
- We are keeping incoming (needing to be cleaned) and outgoing materials (clean items) physically separate by having curbside pickup in the garden space and drop off only be available through the book drop.
- Cathy wondered if DVD and ILL items were still available. Dani answered that yes, DVD’s were available but ILL has not yet been requested.

- Mary wondered about the pathway and how the paving stones were working. Dani noted that they were stable, and people were enjoying their walk in the garden.
- Jean asked about the use of our Wi-Fi and if we could provide consistent bandwidth for its current usage. Dani stated that we have multiple regular users of our Wi-Fi who have not shared any issues with staff.
- Mary pondered the possibility of offering hotspots. These devices are incredibly popular at present and not able to be purchased but Dani is looking into the possibility of a consortium purchase at the State level.

Review of staff projects:

- Staff is working diligently during this time.
 - ❖ Projects include: digital patron and item record management and cleaning, attending webinars, digitization of special collection and cross-referencing our databases, and cleaning out our building. Dani is focusing her time on disaster planning and management. A new Disaster Plan will be ready for the Board to review and vote on when we can meet face-to-face and discuss.
- Dani invited the Board to relay any community issues or request they may hear. At this time, especially, flexibility is important and the library/library staff are working to adapt services and make them available to the community.

Discussion of Important topics:

- Cathy asked if Nancy S was still visiting assisted living facilities. Dani replied that no, those facilities are on lock down.
- Mary wondered about the Teen Writers group. Brittney has quickly moved that program online and has had some participation.
- Mary asked about the emotional state of the Library and Dani said that the staff and herself are doing well and becoming more comfortable with a new routine. That being said, Dani also remarked that each staff member enjoys the opportunity to interact with the public and this aspect of the job is dearly missed.
- Gayle wondered if the City had given the Department Heads any heads-up on budget:
 - ❖ Dani attended a Dept Head meeting that morning where both Nikki and Holly discussed the reality of current revenue shortfalls and corresponding budget reductions.
 - ❖ After talking with Nikki and Holly after the Dept Head meeting, Dani has been told that very little will be altered in the Library appropriation from the City because of the recent MOU agreement. Personnel costs are identified as basic operations costs and therefore would be one of the last reduced budgetary items.
 - ❖ Jo wondered how the budget changes would affect Moore. Dani has not been in contact with that community because of bad weather and the rapidly developing events with COVID-19.
 - ❖ Gayle wondered about furloughs because Billings is currently furloughing some employees. Dani shared that this has not been discussed by the City.

- Dani communicated that periods of recession are often linked to increased library usage. This is good to remember and supports the reality that libraries are a needed service to the community.
- Dani also asked the Board to think about what kind of phased response to reopening the Library will need to implement.
 - ❖ Some possible alterations may include: altered summer reading program, meeting room will most likely be closed for a significant period, seating will not be available, public computers will be reduced, and face mask required for staff and/or patrons
 - ❖ Arlene asked where monies dedicated to the Summer Reading Program would be held over if not spent. These monies are generated through fundraising and need to stay in the Library budget and not get rolled into the City general fund. Dani will investigate this and offered inviting Nikki to a budget meeting. This could clarify the life cycle of donation money in Library accounts. Discussion ensued and Gayle reminded us of the Police canine fundraising monies at the City and suggested we look into the procedure Nikki is employing with them.

Next Board Meeting:

- Discussion on the next Library Board meeting.
- It was decided that May 21st at 1:30pm will be our next meeting and it will either be another workshop or Regular Board meeting depending on the changing circumstances associated with COVID-19.

(2:32 p.m. PM Gayle moved to adjourn, Mary 2nd. All in favor. Meeting adjourned.)

UPCOMING BOARD WORKSHOP or REGULAR MEETING: Thursday, May 21 at 1:30 p.m. via teleconference. Respectively Submitted: Danielle Buehler, Library Directory