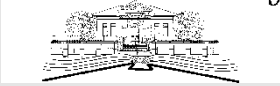


Minutes of the Workshop Meeting Lewistown Public Library	
	
Lewistown Public Library Board of Trustees	Monday, 5/21/2020 1:30 pm – 3:00 pm Lewistown Public Library

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 – Regular meeting of the Library Board of Trustees was called to order by Jean Collins. Members present: Jean Collins, Gayle Doney, Cathy Moser, Jo McCauley and Arlene Mari. Director: Dani Buehler. Library Staff: Kari Albertson – Denison. Excused: Mary Frieze.

Appoint Recorder of Minutes: Kari Albertson – Denison

Reading of the Mission Statement: Gayle

Revisions to the Agenda: Add to New Business: Mary Jo Hamling’s email correspondence. Add to Continuing Business: ongoing discussion and action regarding safety rules.

Comments for the Good of the Library:

- Dani shared that all is going well in the building. Staff is more connected with patrons now with librarian connect and the takeout window. Cathy mentioned she used the takeout window and it is slick.

Disposition of Minutes:

- Cathy moved to approve the February 20 minutes, Gayle 2nd. All in favor.
- Gayle moved to accept amendment to March 26 minutes and approve, Jo 2nd. All in favor
- Gayle moved to approve the April 16 minutes, Cathy 2nd. All in favor
- Jo moved to approve the April 30 minutes, Gayle 2nd. All in favor

Financial Reports:

- February 10 report business as usual
- Gayle moved to approve the February claims and Jo 2nd. All in favor
- April 13 report reflects no fines/overdue charges during closure. Training line up and down due to MLA cancelation. Purchased new laptop for needed equipment. Misc. for cleaning, masks.
- 2220 the county has been notified regarding 2nd half of contribution

- Funds have been moved from depreciation to be matched
- Gayle moved to approve March claims and Jean 2nd. All in favor
- Gayle moved to approve April claims and Cathy 2nd. All in favor

Director's Report:

- Dani relayed the information she had gathered from other libraries around the state and the nation. This information has informed the proposed Health and Safety Rules that are being proposed to the Library Board for approval.
- The Board reviewed the suggestions for reopening the library to the public that were sent out by the Montana State Library.
- Discussion on the rules.
- Staff evaluations have been written but Dani is waiting to have in-person meetings to review the evaluations together.
- Dani conveyed that Summer Reading Program will be modified significantly this year. It will consist of recommended reading lists, reading bingo, and six weekly activities for individuals or families to participate in. We will not have prizes this year but will encourage our patrons to participate by sharing achievements on social media and the newspaper (if the patrons choose to give us pictures and information to share).

Communications:

Friends of the Library:

- ❖ Arlene reported the Friends haven't met recently and has not had any book sales recently

Commissioner's Report:

- ❖ City Commission will meet in person on June 1. No budget for 2021, at this time
- ❖ Recently approved street repairs

Discussion with the Public:

- None

Continuing Business:

- Dani offered several options for reopening the building
- Dani proposes the building reopens June 2 with limited seating and 30 minute time limit and masks required to browse for items. Modified hours: 10am-5pm Tuesday – Friday and 10am-2pm Saturday for general population. 9am-10am Tuesday – Friday by appointment only for vulnerable population. Two public computers available for 30 minutes. Minors under the age of 8 must be accompanied by an adult. Overdue fines will be suspended but charges for Lost items will continue during this time.

- Gayle moved to approve the proposed Health and Safety Rules to open 6/2/2020 and Jo 2nd. All in favor

New Business:

- COVID-19 testing covered by staff insurance or state
- If staff are ill and tested for COVID-19, the library will close appropriate length of time and communicate to the public “The Library building is closed per Health District recommendation and will reopen when determined safe”.
- Cathy moved to approve Coronavirus Exposure Procedures with Gayle’s amendment, Gayle 2nd. All in favor
- Sign City Commission approved MOU moved until June 2020
- Board likes the Hot Spot service option the State Library is offering. Dani will proceed
- Mary Jo Hamling’s email indicates she and her husband Jim were doing building work and noticed the grout on patio deck needs attention. Jim also applied weed killer where needed, filled in gaps alongside sidewalk by alley, marked the sprinkler head that was broken during that alley project. They would still very much like to have flower barrels done for the library.
- Cathy and Dani are on the building committee

(3:00 p.m. PM Cathy moved to adjourn, Gayle 2nd. All in favor. Meeting adjourned.)

NEXT REGULAR BOARD MEETING: Thursday, July 16 at 1:30 p.m. in the Upstairs Meeting Room. Respectively Submitted: Kari Albertson – Denison, Librarian