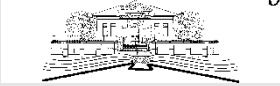


Minutes of the Workshop Meeting Lewistown Public Library	
	
Lewistown Public Library Board of Trustees	Monday, 6/19/2020 1:30 pm – 3:15 pm Lewistown Public Library

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 Mary Frieze. Members present: Jean Collins, Mary Frieze, Gayle Doney, Cathy Moser, Jo McCauley. Director: Dani Buehler. Library Staff: Kari Albertson – Denison. Excused: Arlene Mari

Appoint Recorder of Minutes: Kari Albertson – Denison

Reading of the Mission Statement: Mary

Revisions to the Agenda: Add to Continuing Business: Change Information policy review to Handout completed policies. Add New Business: CARES grant proposal/internet update

Comments for the Good of the Library:

- Mary shared that things look like they’re going well at the library

Disposition of Minutes:

- Jean moved to approve the May 21 minutes, Gayle 2nd. All in favor.

Financial Reports:

- 87% of preliminary budget for FY 2020 has been spent
- Coming to the end of budget year and in mid-July will know actual expenditure
- Gayle moved to approve May claims and Jean 2nd. All in favor

Director’s Report:

Capital Improvement Projects:

- Building
 - Elevator rewiring – *KONE is putting together a bid*
 - EFIS remodel - *\$28,000 bid to fix by Houghtaling Plastering of Billings*
 - Main Street outside stairs
 - Roof capping – *\$3,000 Sundalius bid (2 years old)*

- Alley window replacing
- Install integrated fire alarm system – *Central Electric has been contacted*
- New lobby heat option
- Technology Updates
 - Rewire building (cat6 wiring for improved internet speeds) – *Midrivers bid*
 - Bolster Wi-Fi throughout building (more hot spot ports) – *Midrivers bid*
 - Update computers
 - Install Security cameras – *Snowy Mtn bid has been received, Midrivers bid*
 - Firewall entire system??
- Patron Experience
 - New Youth bookshelves – *\$4,000 estimate MT Correction Enterprises bid*
 - Coffee niche
 - Hot Spot checkout – *One-year free service through MT State Library*

Library Building Reopening:

- The building reopening has been going smoothly. Patrons and visitors have been willing to follow our new Health and Safety rules. Staff have been great relaying this information to patrons and our great Central Montana community. Many of our visitors have told us how much they missed visiting the Library during the building closure. Circulation and library visit statistics are returning but they have not yet returned to normal numbers.

County Correspondence:

- I gave the County Commission our FY 21 funding request. I had a quick discussion with Commissioner Youngbauer about the unique nature of the times we find ourselves in and she noted that the County has seen a dramatic need to bolster their technology awareness. I would love to discuss an email I received from Commission Youngbauer stating,

“It was nice visiting with you today and I shared with Commissioner Butcher about the technology aspect. In discussing the matter further we thought it might be nice if you would consider giving a presentation at one of our board meetings that would focus on teaching technology from the library. It is definitely a niche we are missing and have never had a solid program through adult education that I am aware of. Think about it and talk with your board to see if that is something that you could expand in to and maybe it will help sustain the viability of our great facility also.”

- Dani will talk to the Friends about funds for the alley side window replacement
- \$10,000 estimated charge to rewire, bolster and add Firewall. Projected \$3,000 - \$4,000 for internet service
- Security camera bid \$4,000 from Snowy Mtn
- Hot spot checkouts available soon, necessary review policy to begin circulation
- Folks are getting grumpy with new health and safety measures – don’t like wearing masks
- With the first two confirmed COVID-19 cases, the Health District has suggested having folks sign into the library daily in the event contact tracing is requested with library visitors

- Sandy Youngbauer exchange – Dani will propose County pay for internet charge or some type of fee
- Library closed for July 4: Close at 1:00 or 2:00 p.m. on July 3 and all day July 4 for the holiday

Communications:

Friends of the Library:

- Mary shared on behalf of Arlene. The Friends may have summer book sale with a donation bucket for books
- Next meeting July 1 at noon to plan for summer sale
- Officers chosen at last meeting:
 - ✓ President: Arlene Mari
 - ✓ Vice President: Sandy Birkland
 - ✓ Treasurer - Tony Gies
 - ✓ Secretary – Mary Jo Hamling

Commissioner’s Report:

- City Commission has not yet received any budget information
- Prioritized: Water chlorination and water/sewer rates
- Revenue is good
- Dave Byerly has resigned. Taking applications for the position
- Dani noted she’ll probably present library budget to commission in August
- Josh with DOT is doing the trees for downtown sidewalk project. Contact Patty Turk for info.

Discussion with the Public: None

Continuing Business:

- MOU with City of Lewistown for staff wages will be signed by the Board today. City general fund will fill and cover library staff wages from here on out. Library is solely responsible for operating costs
- Building Committee: Dani Buehler, Cathy Moser, Jeff Sheldon, Jim Hamling, Cory Birdwell and plan to recruit Don Bost. Looking at a 5-year plan to address surfacing and maintenance
- Policy packet for review. Projecting to approve next meeting. New sections: page 5 - Meeting Room and Donations, page 13 – Hot Spot lending and page 15 – Information Services

New Business:

- Budget 2020-2021 review
 - Line items 100-145 covered by City of Lewistown (Personnel Cost)
 - 205 Misc. equipment will increase to absorb youth bookshelves and other equipment purchases
 - 210 Office supplies will decrease to \$3,500

- 211 SRP estimated at \$6,250
 - 214 Computer supplies \$3,000
 - 311 Postage \$2,000
 - 321 Books will remain at \$20,400 from CMF funds
 - 335 New line for membership fees
 - 337 Advertising will increase to \$750
 - 341-345 Utilities will increase with Telephone absorbing possible internet increase cost
 - 366 Building maintenance will continue to grow to \$10,000
 - 370 Travel increase to \$3,500 supported by State and Federation monies
 - 380 Training also supported by State and Federation monies
 - 390 Landfill remains at \$600
 - Roughly \$90,000 preliminary operating budget for FY 21
 - ✓ County Contribution estimated at \$50,407
 - ✓ State Contribution \$4,805
 - ✓ Federation Contribution \$2,250
 - ✓ Donations/Fundraisers estimated at \$11,000
 - ✓ Central MT Foundation \$20,000
 - Leaving a small short fall of \$1,286
 - Library Trust 2706 Account (aka Dowler) is currently around \$90,000
 - Board recommends to present budget as is
- Dani plans to apply for \$10,000 funding through the CARES Act for the technology wiring and Firewall. Social Services & technology. Will look at Central Montana Foundation for funding as well.

Suggested question for City Commission interview: Do you have a library card.
Suggested by Cathy Moser.

(3:15 p.m. PM Gayle moved to adjourn, Jo 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