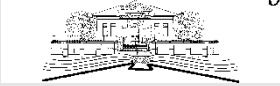


<b>Minutes of the Workshop Meeting</b> <b>Lewistown Public Library</b>	
	
<b>Lewistown Public Library</b> <b>Board of Trustees</b>	<b>Monday, 7/16/2020</b> <b>1:30 pm – 3:05 pm</b> <b>Lewistown Public Library</b>

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

**Appoint Recorder of Minutes:** Kari Albertson – Denison

**Reading of the Mission Statement:** Cathy

**Revisions to the Agenda:**

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

- Mary thinks the library has done things just right in light of the current pandemic. All is working well at the library and she appreciates the same consistent message throughout this situation

**Disposition of Minutes:**

- Corrections – change Don Boss to Bost. Typos page 1, 3 to correct
- Gayle moved to approve the June 18, 2020 minutes with corrections, Jean 2<sup>nd</sup>. All in favor

**Financial Reports:**

- Gayle moved to approve the June claims and Jo 2<sup>nd</sup>. All in favor

**Director’s Report:**

- This past month has seen the Library culture (statistics and patron engagements) begin to normalize. The absence of programming is noticeable, but usage of our Library services is beginning to return to a normal level. It is great to see so many of our patrons back in the Library and the staff is settling into their new schedules and routines.
- Review of year-end statistics

- Dani shared annual report that will be presented to the City Commission on August 3, 2020
- Cathy appreciated that Dani included and highlighted the Montana Memory Project in the report

### **Communications:**

#### **Friends of the Library:**

- Arlene reported the July book sale profit \$723.00 – a donation only, outdoor sale
- Friends required shoppers to wear masks which were supplied, and they had only a few grumpy shoppers. Also supplied gloves and hand sanitizer
- Organization was key. Hours were extended and 3-hour time slots for volunteers. They had a great turnout for set up and tear down
- Friends will have a brainstorming meeting July 17 on the process of sale and a monthly meeting on July 29 at 12 p.m. in the library upstairs meeting room

#### **Commissioner's Report:**

- Loraine Day is the new City Commissioner
- City is working on the budget for next year

### **Discussion with the Public:** n/a

### **Continuing Business:**

- Review Library policies: Meeting room terms changed, addition to donation/deed of gift form, information services. A few edits were suggested
- New policies valid until 2023
- Jean moved to approve the Library Policies and Gayle 2<sup>nd</sup>. All in favor
- Building Committee update: Don Bost came early and met with Dani. Committee: Cathy Moser, Jeff Sheldon, Cory Birdwell, and Jim Hamling met July 16 and evaluated the building exterior. Recommended to contact a representative from the company that supplied the material to start a process to get repairs. Big Sky Plastering has been contacted and the True Wall material Tony Tecca used was insufficient. The City will push a claim against Tecca, and the Board supports this move. The goal is to have the building exterior repaired within 5 years and to schedule a yearly maintenance plan
- MT CARES Grant was submitted June 29 and we were not awarded for an internet upgrade project. Dani suggests the FOL apply for a grant to buy a new book drop for the Book Station
- ERATE federal grant was suggested as a funding source for the technology upgrade project

### **Upcoming Business:**

- Library Annual Report presentation to the City Commission on August 3

**New Business:**

- Thought experiment, “What’s next for the library”?
  - Can the State Library help identify our needs?
  - Board requested to brainstorm
  - Ask patrons – What would you like us to do?
  - Build a culture of information focused through the Library which would include both the city and county entities

**(3:05 p.m. PM Jean moved to adjourn, Gayle 2<sup>nd</sup>. All in favor. Meeting adjourned.)**

**NEXT REGULAR BOARD MEETING: Thursday, August 21 at 1:30 p.m. in the Upstairs Meeting Room. Respectively Submitted: Kari Albertson – Denison, Librarian**