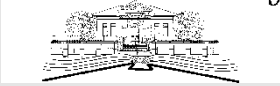


Minutes of the Workshop Meeting Lewistown Public Library 	
Lewistown Public Library Board of Trustees	Monday, 8/20/2020 1:30 pm – 3:20 pm Lewistown Public Library

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: Mary Frieze, Jean Collins, Cathy Moser, Gayle Doney, Jo McCauley, and Arlene Mari. Director: Dani Buehler. Library Staff: Brittney Uecker.

Appoint Recorder of Minutes: Brittney Uecker

Reading of the Mission Statement: Arlene

Revisions to the Agenda: None

Comments for the Good of the Library:

- Mary said that the Library is doing an outstanding job managing the virus. Mary Jo Hamling and Mary spoke on the radio on August 19 and it went smoothly.

Disposition of Minutes:

- Jo moved to approve the July 16 minutes, Gayle 2nd. All in favor.

Financial Reports:

- July is traditionally slow for spending for Nikki to catch up on billing. City has not sent revenue projections. No big expenditures – highest was plexiglass screens for front desk.
- Depreciation fund at \$9453 as of last week. FY project revenue for 4001 account is \$10,000 (\$5000 from both Library and the City)
- Cathy moved to approve July claims, Gayle 2nd. All in favor.

Director’s Report:

Here is a short list of a few of Dani’s goals:

- Rewire building with fiber internet – Midrivers bid @ \$13,000
- Boost wi-fi capacity in and around the building (apart of Midrivers bid)
- Replace staff workstations (4) for easy telework options – Estimated at \$14,500

- Reduce number of patron computers that are static desktop workstations
- Invest in mobile patron devices to be used in the Library (to replace the desktop computers)
 - Laptops and tablets
 - Wi-Fi Printer
 - Multiple device charging station
 - Deep Freeze or Firewall protection

I am researching funding options which are:

1. Steele-Reese Foundation
 2. New COVID Commerce Grants
 3. E-Rate
 4. Central Montana Foundation (grants and endowment monies)
 5. Snowy MT Development (guidance and grant help)
 6. Depreciation Fund??
 7. Friends of the Library
- Dani relayed that the most pressing update is the necessity to update the staff workstations. She will work on this and update the Board in September of possible funding and progress on the project.
 - Jo suggested looking into the Carnegie Foundation for possible funding.
 - The Library lift/elevator was examined by a KONE mechanic on 8/18/20. The lift works as it was designed to work but current State standards have changed, and the lift is no longer compliant. The KONE mechanic will discuss the possibility of a variance for our lift. If this is not approved the mechanic has suggested the possibility of adding an electrical switch. If this second option is not approved by the State, the Library may need to replace the entire lift. The lift is necessary for ADA compliance of the upstairs meeting room. It was suggested by the Board to explore other options, such as ramps, to make the room ADA compliant without having to purchase a new elevator (if it comes to this due to the State's decision).

Communications:

Friends of the Library:

- Next Outdoor Book Sale will be Saturday August 22 from 9am-2pm following same procedure as before including masks, social distancing, donations, and limiting people in building. These guidelines have approved by the Health District. Jean said Episcopal church has tables the Friends can use. Jo says Chamber also has tables.
- Arlene reported that the Friends were granted \$5000 Social Services Nonprofit grant from the state for purchase of a new book drop.

Commissioner's Report:

- Preliminary budget has been passed. Final budget to be adopted on August 31.

- Gayle reported that most of the 2706 Dowler Trust money has been budgeted and wants to request backing that down to 50%. This has been hard to track in past reports.
- Discussion on the City budget and how revenue, expenditure, and cash available are used to determine and balance the budget

Discussion with the Public: None

Continuing Business:

- Dani’s presentation to city commission went very well. Having MOU in place helps the library to be financially sound and clarifies expenditures for the city.
- Library closed suddenly at the beginning of August due to a novel Coronavirus exposure event. This revealed the need for better communication with the public about library closures as well as defining what constitutes an exposure for staff to stay home.
 - Dani suggested that verbiage for signage would state “...due to the unpredictability of the novel coronavirus and COVID 19, the Library is subject to unexpected closures.” Gayle and Arlene liked this wording.
 - Board determined that staff would quarantine and work from home if they are considered a secondary contact to the virus and before confirmation of a positive test. This is above and beyond what the Health District protocols call for. If the library becomes too short-staffed, the building will close and offer curbside service.
- Author Dinner that was rescheduled for September is cancelled. The Library will plan for the event in 2021.

Upcoming Business:

- Library will close at 2 pm on Friday, September 4 and be closed Saturday, September 5 for Labor Day.
- Board approved Library closure for Chokecherry Festival on September 12.
- Nancy Watts is retiring as of August 28 after 28 years of service. She will continue to volunteer her time to the local history area. The Library will hire to fill her position at some point and Nancy has agreed to train this person.

New Business:

- Upcoming Fall Workshop online conference from the state library on November 17-18
 - Dani presented options of closing the library, rotating staff through workshops to keep the library open, or modified hours to allow for cohort learning. Gayle liked modified hours.

Trustee Minute:

- Lewistown Downtown Association is discussing using TIFF monies for grants to resurface building exteriors
 - Chris may ask Library if they want to apply. Dani said it would be used for sandstone reworking or exterior repairs to the EFIS

(3:20 p.m. PM Jean moved to adjourn, Gayle 2nd. All in favor. Meeting adjourned.)

NEXT REGULAR BOARD MEETING: Thursday, September 17 at 1:30 p.m. in the Upstairs Meeting Room. Respectively Submitted: Brittney Uecker, Librarian