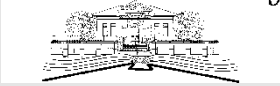


<b>Minutes of the Workshop Meeting</b> <b>Lewistown Public Library</b> 	
<b>Lewistown Public Library</b> <b>Board of Trustees</b>	<b>Monday, 9/17/2020</b> <b>1:30 pm – 3:20 pm</b> <b>Lewistown Public Library</b>

**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, Gayle Doney, Jo McCauley, and Arlene Mari. Excused: Cathy Moser and Jean Collins. Director: Dani Buehler. Library Staff: Kari Albertson – Denison.

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

**Reading of the Mission Statement:** Gayle

**Revisions to the Agenda:** October 15, 2020 at 1:30 p.m. is the next meeting

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

- Jo thanked Arlene for use of parking lot for the Chokecherry Festival. Mary expressed her pride in the library during a difficult year

**Disposition of Minutes:**

- Financial reports revised and add a 0 to adjust \$10,00 to \$10,000 for the 4001 account
- Gayle moved to approve the August 20 minutes, Jo 2<sup>nd</sup>. All in favor

**Financial Reports:**

- Account 2220, line #321 (Books and videos) has a miscoded purchase and will reflect a \$3000 decrease when this issue is resolved and moved to the correct line #390 (Other Purchased Services).
- Gayle moved to approve the August claims and Mary2<sup>nd</sup>. All in favor

**Director’s Report:**

**Technology Updates:**

- The updating of staff workstations has passed the City Commission as a budget amendment. We are now able to go forward and purchase the appropriate devices for

each staff member to be mobile at work and have telework options available at home. I have decided to purchase 1 docking/laptop workstations and 3 Microsoft Surface Pros. I would like to try out the docking stations before we go forward and purchase these for everyone and make sure this is the option that works best at the Library.

- I am working on our E-Rate grant for the Internet upgrade package (both fiber into the building and bolstering the wi-fi). Currently, I am creating RFP's that will be posted for the bid process.

### **Building:**

- We continue to wait for the Total Wall representative to have the opportunity to come and look at the exterior and offer suggestions.
- The elevator issues are being reviewed by committee at the State level.
- The boiler will be turned on in October.
- The County has been contacted to see if they are able to remove snow again this winter.

### **General Library:**

- Review South Central Federation meeting that occurred Saturday, Sept 12.
- The County has sent written confirmation that the LPL will receive \$50,407.45 for FY 20-21. This is the amount that we requested and is a 2.5% increase from last year.
- We have noticed a dip in patron visits. This is typical of this time of year but it has been exaggerated this year because of the lack of programming.
- Brittney has made connections with the Colony, Moore and Grass Range schools. All will be participating in virtual programming this year, checking out books via our online catalog which Brittney will bundle and someone from the schools will pick up. The Lewistown schools have not responded to her communications.
- Donations from two longtime patrons are being received. Donations more than \$250 will be deposited at the Central Montana Foundation. Donations that are lesser than \$250 are deposited at the City
- Federation meeting question: Are library services essential? Yes – safe place, historical preservation, information
- Stats are down slightly with school back in session

### **Communications:**

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

- Arlene shared upcoming outdoor book sale is Saturday, September 19 9am-2pm
- Spika Day of Service workday at the Book Station was Wednesday, September 9. Project involved several Spika employees who volunteered to organize shed, sort, and shelve inside and wash windows. Friends are very pleased with the service project

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

- Gayle shared the city's budget passed
- Police, fire, and library proposed budget amendments
- One city worker tested positive for COVID-19 at public works
- TIFF loan
- Entering contract negotiation with the police department

### **Discussion with the Public:** none

### **Continuing Business:**

- Dani is waiting on bids for staff workstation then will purchase. Six-week process after purchase to get up and working
- Watts' retirement gift idea was shared. An early map of Judith Basin will be reproduced. Board support and will move forward. This idea/service may be a means to generate revenue for the Library in the future. Suggested to digitize all maps

### **Upcoming Business:**

- Legislature discussion October 6
- MSC & MLA Fall meetings held virtually in October
- Dani is serving as MLA Secretary-Treasurer
- MSL virtual workshop – Nov 17-18

### **New Business:**

- Health & Safety rules discussion included going back to regular business hours: Tuesday – Friday 9am-6pm and Saturday 10am-2pm. Board approves a return to normal business hours
- New LPL Podcast is exciting new program to educate and inform on library happenings and beyond. Staff is excited about the new podcast
- Director Evaluation review was discussed and decided Dani will do self-evaluation by October meeting then Board will move forward. Mary shared the form and handed out copies. Board can do a work session at the library and Jo offered the Chamber meeting room to complete the evaluation

**(3:20 p.m. PM Gayle moved to adjourn, Jo 2<sup>nd</sup>. All in favor. Meeting adjourned.)**

**NEXT REGULAR BOARD MEETING: Thursday, October 15 at 1:30 p.m. in the Upstairs Meeting Room. Respectively Submitted: Kari Albertson – Denison, Librarian**