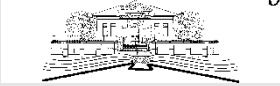


Minutes of the Workshop Meeting Lewistown Public Library	
	
Lewistown Public Library Board of Trustees	Monday, 10/15/2020 1:30 pm – 3:15 pm Lewistown Public Library

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, Arlene Mari. Director: Dani Buehler. Library Staff: Kari Albertson – Denison. Excused: Jo McCauley

Appoint Recorder of Minutes: Kari Albertson – Denison

Reading of the Mission Statement: Jean

Revisions to the Agenda: Add to Upcoming Business: Veterans Day – Library Closed November 11, possible modified hours November 17 & 18 for MSL Workshop. Change January to August under Financial Reports motion to approve claims.

Comments for the Good of the Library:

- Cathy likes Dani’s statement in her Director’s evaluation that the Library staff is the LPL’s greatest asset.

Disposition of Minutes:

- Edit dates 8/20/2020 to 9/17/2020 on minutes header and change January to August under Financial Reports motion to approve claims
- Gayle moved to approve the September 17 minutes as edited, Jean 2nd. All in favor.

Financial Reports:

- Purchases: books, cleaning supply and Montana Library Association dues paid for staff and Board
- KONE serviced elevator - \$3,000 charge though 4001 account
- Central Montana Foundation funds received from August 31
- 2706 Dowler account not listed on this report. Utilities & maintenance of the Book Station go through the Dowler
- Three main accounts explained by Director

- Gayle moved to approve September claims and Jean 2nd. All in favor

Director's Report:

Building:

- The Library lift/elevator variance has been accepted by the Bureau of Building Codes State review committee. This is a great relief and there will be no need to immediately fix the lift. But this is good to keep in mind as the lift will need to be replaced in the future.

Public Library Standards:

- The Public Library Standards are a set of guidelines developed by the Montana State Library. A grade of service (Essential, Enhanced, and Excellent) is given to a library depending on how fully that Library can meet these requirements. State funding is also attached the completion of these Standards.
- Please see the attached document to review the 2020 LPL Public Library Standards.
- Public Library Standards review - the Lewistown Public Library passed. Dani's report indicated a few points the Board and Library are not compliant with and plan to work on:
 - Using state library statistics to plan
 - Review insurance coverage every 3 years
 - Review Personnel Policy
 - Hours of Operation (were reduced due to COVID-19 pandemic)
 - Noted: library programs are free and open to all. Events can have an admission charge.
- Circulation statistics are improving

Communications:

Friends of the Library:

- Arlene shared the September sale made \$668 and there was a lot of good help, including Honors Society students that worked the sale
 - Suggestion to have Honors Society students help more at Book Station with sorting and more sales. Friends could adjust sorting hours to align with students' availability or open periods
- Arlene took old Library computers to eWaste in Billings
- The Argus had a nice article about the Spika Day of Service at the Book Station. Spika would like to do this project again and at the library in the future
- Dani informed the Book Station is property of the Library Board and includes part of the parking lot (7th Avenue side). The Book Station was purchased with Dowler funds

Commissioner's Report:

- Building permits are up
- Tree planting on Main Street is in process and paving is almost done
- Get your pumpkin now! Albertsons has a two can limit per customer

Discussion with the Public:

- Jean shared for public – Suggestion to have online book studies or club. And recommendation to have Board and staff park away from entrance to allow patrons to have ease of access to front entrance

Continuing Business:

- Director's evaluation will be Friday, September 23 at 10 am at the Chamber of Commerce meeting room. Mary will check if the meeting room time will work at Chamber and Dani will email evaluation forms to the Board
- Holly has requested earlier staff reviews so CPI can be considered in the budget. Goal to do evaluations in June

Upcoming Business:

- MSC Fall Meeting – October 14
- MLA Fall Retreat – October 18 & 19
- Election Day – Library closed – November 3
- MSL Workshop – November 17 & 18
- Thanksgiving Holiday – Library closed – November 26 & 27
- Mary made a motion to have modified hours as necessary November 17 & 18 for staff to attend training, Gayle 2nd all in favor.

New Business:

- CJ Bailey of Benchmark Masonry suggested the Library apply for a Montana History Foundation grant to repair and resurface the stonework on the original building. The Board supports this project and Dani will work on the grant – cycle opens November 1
- Cathy asked for clarification on Dani's new Board position which is the Montana Library Association Board Secretary/Treasurer. Cathy also asked if there has been follow-up with Sandy Youngbauer regarding the County possibly partnering with the Library for technology education for the County staff. Dani has reached out two more times and has not had a response
- Dani informed the Board the Library will be receiving a trust in the near future. The hearing is on November 2. It was suggested funds go into the Central Montana Foundation account. Details will be determined once hearing concludes.

(3:15 p.m. PM Gayle moved to adjourn, Jean 2nd. All in favor. Meeting adjourned.)

NEXT REGULAR BOARD MEETING: Thursday, November 19 at 1:30 p.m. in the Upstairs Meeting Room. Respectively Submitted: Kari Albertson – Denison, Librarian