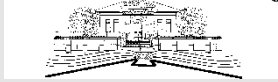


Minutes of the Regular Meeting

Lewistown Public Library



**Lewistown Public Library
Board of Trustees**

**Thursday, 11/19/2020
1:30 PM – 2:57 PM
Via Online Meeting
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 held via conference call of the Library Board of Trustees was called to order by Mary Frieze. Members present: Jean Collins, Mary Frieze, Gayle Doney, Jo McCauley, Arlene Mari. Director: Dani Buehler. Library Staff: Kari Albertson – Denison. Excused: Cathy Moser

Appoint Recorder of Minutes: Kari Albertson – Denison

Reading of the Mission Statement: Mary

Revisions to the Agenda: None

Comments for the Good of the Library:

- Dani read patron thank you letter addressed to library staff. Patron complements LPL library staff as heroes and also sent gift cards to all staff

Disposition of Minutes:

- Jean moved to approve the October 15 minutes, Gayle 2nd. All in favor.

Financial Reports:

- Central Montana Foundation is healthy. Will pull \$10,000.00 from CMF endowments and deposit into the 2220 account at the City
- State aide \$7,604.00 was received (not shown on this report) and deposited at the City
- Invoice will be sent to Fergus County in December and expected in January 2021
- Note: Library collections budget line amounting to \$3,000.00 - Dani projects the Library to not meet that amount as during COVID-19 overdue fines are not being charged so will not generate the anticipated amount for this budget line
- Jean moved to approve October claims and Gayle 2nd. All in favor

Director's Report:

Building:

- On November 2 the back-up boiler pump went down. Luckily, we had replaced the primary boiler pump in the spring of 2020. Unfortunately, we will need to replace the now broken back-up pump. The cost of replacement this spring was approximately \$2,000.

Public Library Statistics:

- The Public Library Statistics are an aggregate of libraries across the state and a few national statistics are included. These are a good indicator of library trends outside of our local trends. In the Public Library Standards it is recommended that a Library Board review these statistics.

Electronics Upgrade:

- After many weeks, both my workstation and the 3 staff Surface Pros have arrived and are in the process of being onboarded with appropriate software.

Discussion Points:

- Public Library Standards review tabled for future in-person meeting
- eRate grant is still a project Dani is working on (this may offer funds to upgrade the Library interent)
- Fall Workshops November 17 & 18 went well. Staff engage in morning sessions together and learned valuable information
 - Kari shared about session instruction on handling patrons and mask issues. Key is consistent messaging from library staff to patrons. Also noted libraries are experiencing public coming into libraries that are sick or have COVID and mention the fact after they've been in the building for some time. Kari dealt with one patron a couple weeks back in this situation. This is not acceptable and folks are not allowed in the building if sick or supposed to be in quarantine. This type of behavior can lend to libraries being closed. We have a notice at the entry way indicating no entry if sick or have COVID symptoms.
- Statistics show bumpy trend in attendance and circulation is normal
- Discussion on operations to public:
 - Require a minimum of 3 staff for building to be open
 - Under 3 staff move to curbside service
 - Expressed concern with increasing cases and safely keeping building open. Number of available staff to work is a good benchmark
 - Does staff feel comfortable?
 - Suggested to use a % of cases to determine when to close
 - Suggested to close building sooner than later as to not become a virus spreading location

- Dani will consult Central Montana Health District, CMMC, City and Board to determine a % and limitations to hours/services
- An emergency Board meeting will be called when it is necessary to call a vote on hours of operation/services

Communications:

Friends of the Library:

- Arlene shared the Friends are offering book sales this week by appointment only. Twelve folks have made appointments – not a huge response but pleased with reception
- The Book Station is full of books and the Friends are contemplating how to keep accepting donations if books aren't moving out from sales fast enough
- FOL recently gave books to the Denton Library

Commissioner's Report:

- City considering increased fees for revenue stream (ie. Events permit, etc). Revenue is currently a concern. Civic Center lost a lot of revenue because of COVID – 19
- Gayle recommended City look at COVID funds for Civic Center and staffing
- Gayle also recommended the City hold all vacant positions until more stable
 - Dani shared her perspective on the open library position - Dani is interested in getting trained by Nancy Watts to do this position for the time being. Board approves of this idea

Discussion with the Public: None

Continuing Business:

- Mobile Hotspot policy changes:
- Reserved for students for the 2020-2021 school year for students who must do remote learning that do not have internet
- Parents must check hotspots out for students if under the age of 18
- Checkout timeframe is two weeks. Set to this limit so devices can be checked for functionality and go to next user
- Gayle moved to approve the Mobile Hotspot policy changes and Mary 2nd. All in favor

Upcoming Business:

- Holiday Closure – Dec 24 at noon and December 25 all day
- Holiday Closure – Dec 31 at noon and January 1 all day
- Also closed Thanksgiving Day on Thursday, November 26
 - Modified hours following the holiday due to staff limits
 - Takeout Window & phone inquires Friday, Nov 27 10am-4pm and Saturday, Nov 28 10am-2pm. Building closed to public

New Business:

- Jean moved to close meeting at 2:30 p.m. and move into Executive Session for the Director's evaluation and Gayle 2nd. All in favor
- Gayle moved to close executive session at 2:49 p.m. Jean 2nd. All in favor
- Discussion on Nancy Watts retirement gift

(2:57 PM Jean moved to adjourn, Gayle 2nd. All in favor. Meeting adjourned.)

NEXT REGULAR BOARD MEETING: Thursday, December 17 at 1:30 p.m. in the Upstairs Meeting Room. Respectively Submitted: Kari Albertson – Denison, Librarian