



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: Dani

Revisions to the Agenda: None

Comments for the Good of the Library:

- Gayle praised the poet laureate’s delivery at the presidential inauguration.

Disposition of Minutes:

- Jean moved to approve the November 19 regular meeting minutes, Gayle 2nd. All in favor.
- Mary moved to approve October 23 special meeting minutes, Jean 2nd. All in favor.

Financial Reports:

- Because the regular December meeting was cancelled, two groups of claims to review — November and December.
- Dani showed a breakdown of budget and current actuals for FY 20/21. The board liked this simplification of this explanation.
 - Miscellaneous equipment is in the red due to computer purchases, but other expenditures will not be paid out this year due to COVID (Summer Reading Program, travel, etc.).
 - As of December, library has received state aid and half of county share. Donations are on track for this year but fines have been drastically over-budgeted due to the Library not currently not collecting fines.
- Budget is at \$88,462.13 and actuals are at \$38,422.96.

- Depreciation fund at \$16,1442.12
- Gayle moved to approve November and December claims, Jo 2nd. All in favor.

Director's Report:

Building:

- Dani has completed the Montana History Foundation grant to repair and restore the stonework on the Main Street entry door to the Library. The grants will be awarded April 15, 2021. If successful with our grant request, CJ Bailey hopes to complete the masonry late spring or early summer of 2021.
- Dani has not heard from Universal about our broken backup boiler pump. They will be contacted again
- The new book drop has been installed and purchased. At this point, we do not have a need to purchase any internal carts.

Electronics Upgrade:

- We have received 4 HP Probooks from the Montana State Library. These devices will be available for patrons to checkout. These devices, added to the 1 chromebook and 1 Asus laptop bring our total patron devices to 6. We may need to look at a policy or patron contract specifically addressing their use and checkout procedures.

Personnel:

- Our efforts to keep staff healthy and in safe working conditions has been relatively successful over these past few months. Staff continue to work hard to offer services and keep the library open for all members of our community. It is hard to notice fewer patrons in the library but circulation remains relatively high and we anxiously await the time it will be safe to bring back patron programming. This past year has not been an easy one but I hope that we have learned a few tricks along the way that we will continue to utilize.

Communications:

Friends of the Library: (Arlene)

- Last two book sales have been by appointment. Not as much income was brought in as usual, but it is a reminder to the public that the Friends are active. December was more successful than November.
- A February book sale by appointment is being discussed.
- No FOL held in December but Friends will meet Wednesday 1/27/2021 at noon.

- Arlene wrote the wrap-up report for the book drop grant. The book drop is open for donation deposits but not being advertised as such yet. The book drop may be moved once the snow melts.
- Mary said that she and Sandy created a Google calendar for reserving appointment slots and gathering phone numbers that worked very well. Mary called those that made November appointments to let them know about December book sale.

Commissioner's Report: (Gayle)

- Patty Turk has been selected as City Commission chair and Diane Oldenburg as vice-chair.
- Commission will be working on several ordinances in February. Ordinances and taxing regarding recreational marijuana hinge on federal and state legislature to be decided.
- Gayle expressed concern that federally-allocated COVID sick time is no longer available for city employees as of 12/31/2020. Employees who exhaust sick and vacation time can use FMLA. With the new administration in D.C., more leeway for government employees may become available.

Discussion with the Public: None

Continuing Business:

- Dani sent bid to national bid board for eRate grant. Bid closes in mid-February, there will be another form to choose from bid group afterward with a review, and money is anticipated to be dispersed in July.
- Dani discussed current bills of interest at the state legislature:
 - HB107 states that all mill levies need a 2/3 majority to pass. This has been met with intense opposition and is current tabled.
 - Draft LCO729 states that mill levies sunset after ten years.
 - currently libraries are exempt, but something to watch in case it changes.
 - If passed would make it a struggle to create a revenue stream for the city/county.
 - Dani has been in discussion with June Kraus from Dept of Revenue about how levies are passed and mill values assigned.
- Dani is continuing local history training sessions with Nancy Watts. They are working on creating an index for the special collections.

Upcoming Business:

- A board retreat to work on strategic plan was proposed for summer 2021.

New Business:

- Dani discussed creating 30 minute parking option for Library entryway on 7th. Library would need to present request to the city commission for approval.
- Gayle moved to review the size of the proposed area to allow for two 30 minute spots as action item for February meeting, Jean 2nd. All in favor.

Trustee Minute:

- Mary said that the drive-by retirement party for Nancy Watts was successful and that she loved her gift. The cost of framing was \$138. FOL reimbursed Mary \$60 and she offered option for donations to cover remaining costs.
- Gayle asked about digitizing and selling prints of maps. Dani said that she needs to research the process and find an entity that has the scanning device. Dani said there are several options on the table for making maps available for free on MMP, charging for rights to download, selling prints, etc. Gayle said that this service would be a great draw for patrons and that a revenue stream is important in order to get back the cost and continue to upgrade.
- Jo said that the Chamber is holding back on selling event tickets and Chokecherry booths at the moment, but is confident that with COVID lifted restrictions that the train session can go on as planned.

(3:00 PM Gayle moved to adjourn, Jo 2nd. All in favor. Meeting adjourned.)

NEXT REGULAR BOARD MEETING: Thursday, February 18, 2021 at 1:30 p.m. in the Upstairs Meeting Room. Respectively Submitted: Brittney Uecker, Librarian