



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.”

11:30 AM 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 McCully, and Arlene Mari. Director: Dani Buehler. Library Staff: Kari Albertson – Denison.

Appoint Recorder of Minutes: Kari Albertson – Denison

Reading of the Mission Statement: Cathy

Revisions to the Agenda: Add to Continuing Business: Hotspot update
Add Executive Session after the Trustee Minute

Comments for the Good of the Library:

- Mary mentioned that Arlene is sending emails for the Friends of the Library and recently sent out the article Dani wrote for the News Argus. Compliments to Dani on a nice article about the Library and the Friends

Disposition of Minutes:

- Arlene commented on Brittney’s skill of minute taking and appreciates the detail
- Corrections – typo on page 2: Electronics Upgrade section change out to our
- Jo moved to approve the January 21, 2021 minutes with correction, and Jean 2nd. All in favor

Financial Reports:

- Dani shared a breakdown of budget and current actuals for FY 2020/2021
 - At this point the operating and personnel costs are ½ of budgeted amount. Budget is great
 - Expenditures will go up due to recent cold snap. Watching utilities line item
 - Postage is way down. Speculated in house postage system was a large expense and items over postmarked
 - Boiler pump and burnt-out lights to be replaced with LED will fall under building maintenance

- Overspent on miscellaneous equipment line item but this is a predicted overage to support staff/patron technology upgrades
- Revenue currently exceeds expenditure by \$3,000 in operations budget
- Central MT Foundation account is good and continues to grow
- Jean moved to approve the January claims and Jo 2nd. All in favor

Director's Report:

- January circulation stats dipped. 13 new patrons and the visitor count is increasing
- Universal Heating and Cooling has been contacted and the backup boiler pump is now available to be installed. Estimated cost \$2,500 and expense will run through the building maintenance
- Capital improvement projects sheet reviewed
 - Gayle recommends the fire alarm system (priority), alley windows replacement project and boiler pump replacement this spring before June budget
 - Dani is waiting for a bid from Advanced Electric for the alarm system. Advanced Electric did a walk-through June 2020 and have yet to produce the bid
 - Arlene asked to prioritize FOL requests: youth laptop, youth desk & chair, metal filing cabinet for Nancy S outreach and interlibrary loan supply
 - Bids for internet overhaul from Aruba, Midrivers & Lewistown Online
- Maps – Dani is reaching out to multiple people connected to libraries to see if a precedent for this has already been created and has chatted with BLM and Ballyhoo about digitizing the maps we currently have in collection.
 - Gayle mentioned that the Historic Society has this service and she brought their order form. Call them as a resource
- New service – Magazine Stand on MTLIB2GO has new online magazine option. Check it out

Communications:

Friends of the Library:

- Upcoming book sales by appointment only are Friday, Feb 19 1pm-5pm and Saturday, Feb 20 9am-2pm. Lots of slots still open for appointments
- Purchased a new first aid kit for the Book Station to be better prepared
- Membership renewal cycle is beginning soon. Getting the drive letter ready and group is meeting soon for the mailing
- Next meeting Wednesday, Feb 24 at noon

Commissioner's Report:

- Commission meeting schedule: 2nd meeting of the month is in person, 4th meeting of the month is via Zoom. The 4th meeting scheduled in person and will conduct in person until rules for in person meeting are violated, then move meeting to Zoom. In person meetings are more productive

- More vaccines are coming to our area. The more vaccinated, the better for our community
- The VA will have a clinic in the future

Discussion with the Public: n/a

Continuing Business:

- Review Laptop policies: To use a laptop folks need to be a patron is good standing. Anyone can use a desktop computer
- Gayle moved to approve the Laptop policies and Jo 2nd. All in favor
- Modification of parking out front of library coming soon. Two spots will have 30 minute and last spot unlimited. Having designated time limits will allow the city to tow abandoned vehicles more quickly. This action is due to vehicles being abandoned in front of the library
- HB107 – mill levy changes have been tabled and LC0729 has not been introduced. Jenni Stapp with the State Library sends out weekly updates and Dani will share those with the Board
- Hotspot discussion – Do we open up Hotspots for others to checkout at this time? Gayle asserts hotspots should continue to be reserved for school kids until COVID is more settled. The Board agrees

Upcoming Business:

- MLA is virtual April 14-17. The Board supports the library closing for time slots so staff can attend training. Dani and Brittney are also presenting on podcasting

New Business:

- Governor has rescinded mask mandate. Issue with patron early February involving police escort from the building was discussed. Dani has discussed the issue with Holly, Nikki, and Jordan (current contracted City Attorney). City and counties can have a mask mandate. Fergus County currently does not have a mask mandate. Moving forward we will ask or request patrons to wear a mask. Staff will offer patrons masks but not react or force mask wearing on patrons.
 - Jo added the mask rescind was to protect small businesses from lawsuits
 - The Book Station is a private entity so has more control over mask mandates

12:50 p.m. *Gayle moved to recess to Executive Session, Jo 2nd. All in favor. Meeting recessed*

Board moved to end meeting and executive session at 1:45 p.m.

NEXT REGULAR BOARD MEETING: Thursday, March 18 at 1:30 p.m. in the Upstairs Meeting Room. Respectively Submitted: Kari Albertson – Denison, Librarian