



**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, Cathy Moser. 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:** Add technology presentation to Continuing Business. Move Continuing Business & technology presentation after Director’s Report

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

- Cathy mentioned while registering at Albertsons for a vaccine their staff suggested the wonderful library staff could help with registrations if needed
- Mary mentioned the library is great

**Disposition of Minutes:**

- Jo moved to approve the February minutes, Jean 2<sup>nd</sup>. All in favor.

**Financial Reports:**

- Claims are normal and the budget is good
- Second half of county share (\$25,203.72) will be coming in for operating costs and Central Montana Foundation (\$10,000.00)
- Garrett is coming in to replace the boiler pump - \$2,000.00 from maintenance costs
- Personnel costs are covered by the city
- Gayle moved to approve February claims and Jo 2<sup>nd</sup>. All in favor

**Director’s Report:**

Building:

- TIF District grant has been submitted to replace alley windows. The Friends have also agreed to help finance this project. Lastly, if we still need funding for this project, we have money available in our depreciation fund.
- We should hear from the Montana History Foundation about our grant by mid-April.
- Our e-Rate grant has been suspended. This grant is available each year. Therefore, if the next director is interested a lot of the ground work has been laid. This is also giving Lewistown Online more time to be able to build needed infrastructure which would allow them to confidently place a bid in the future. Also, Midrivers has been notified that we will not finish this grant for this year but may seek it out in the future.

#### Director Transition:

- State Contact for process and advice: Pam Henley, 406-461-9049

#### Library Services:

- I attended a statewide meeting that discussed the hotspot grant program provided by the State Library. Initially, the funding covered service charges for the hotspots through September 30, 2021 but more funding has become available and the State is hoping to provide more funding to that program and possibly extend service coverage. By my estimates, the cost for the hotspots for this library could roughly be \$1,440 per year (\$40 per month per hotspot).
- Library laptops are now available to be borrowed by patrons.
- Each member of the staff continues to provide excellent service to our patrons. New books are gracing our shelves (and leaving our shelves) very quickly. More and more familiar faces continue to come back to the Library. And our digital programming still has a dedicated fanbase.
- Mike Chapman suggested the library apply for a TIF grant for the alley windows and Dani has submitted that application
- Recommendation to hire a seasonal staff May – September
- The garbage can out front will be disposed of

#### **Continuing Business:**

- Mary reported on Director search progress
  - Going well. Work session interviewing staff was enjoyable
  - Next work session is Thursday, March 25 @ 12pm. Planning to complete Director job announcement. Mary shared examples to work from
- Dani gave a presentation on the status of the current internet infrastructure in the library and eRate grant
  - Recommending:
    - Remove all cabling
    - Install 5 Wi-Fi ports throughout the building
    - Use underground fiberoptics cable
    - Increase bandwidth to 1 gigabit/second

- Install Firewall and use a contracted service
- Continue transition to mobile technology and update every 3 years
- Total upgrade projected \$18,606.40 and \$6,528.00 reoccurring cost (estimated 300 gigabits of information/month)
- E-Rate grant through USAC covers 70% of cost if awarded. Process takes a great deal of time. To apply for 2022 start process July 2021
- Discussion on process and moving forward with internet upgrades. It is possible to use \$ from the Central Montana Foundation, FOL or depreciation. Board agreed to move forward and use funds and possibly apply for E-Rate grant in the future to help offset reoccurring internet service cost. Recommended to approach the county in May about contributing funds yearly to help with reoccurring cost in exchange for technology training
- Move forward:
  - 1-Inform Lewistown Online in a month or two of decision
  - 2-Notify MidRivers
  - 3-Try to get installed by August

### **Communications:**

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

- FOL sent out a membership mailing and are receiving memberships
- Arlene shared the Friends have two book sales this week Friday (1-5pm) and Saturday (9am-2pm) by appointment only
- Mary complimented how clean and organized the Book Station is and applauded those efforts

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

- Commission voted no to chickens in city limits. The chickens in the city issue comes up every few years
- New Library parking approved on 7<sup>th</sup> Avenue. Two 30-minute parking spots will be reserved and signage will go up this summer
- Trespass ordinance is in process. Will take a few months to process
- Next commission meeting folks will be recommended to wear masks but not required
- Small animal ordinance amendments taking place regarding service animals

### **Discussion with the Public:**

- None

### **Upcoming Business:**

- South Central Federation meeting is virtual on Saturday, March 27. Dani is attending and the Board is encouraged to attend. The Board can vote on the budget that will be presented at this meeting. Mary is interested

- MLA Conference is April 15-17
  - Closed for staff to attend MLA Thursday, April 15 at noon and Friday, April 16 all day. Regular hours on Saturday, April 17

**New Business:**

- Trespass discussion is happening with the City and will possibly involve policy updates for Library
- Hiring seasonal help over the summer. The Board supports
- Summer Reading Program is “Tales and Tails”
  - For youth only this summer
  - Planning some in person youth programming and will have a backup plan if COVID derails plans

Mary asked about the Maps project and Dani informed there is no recent progress to report. Lots of funding is coming available with COVID relief funding and libraries are expected to receive a portion of this funding. The State Library will continue to support the Hotspot program for next funding year.

- Jean moved to adjourn meeting at 3:05 p.m. and Gayle 2<sup>nd</sup>. All in favor

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