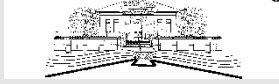


Minutes of the Workshop Meeting

Lewistown Public Library



**Lewistown Public Library
Board of Trustees**

**Thursday 4/15/2021
1:30 pm – 3:05 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: Mary Frieze, Cathy Moser, Jo McCully, and Arlene Mari. Director: Dani Buehler. Library Staff: Kari Albertson – Denison. Excused: Jean Collins, Gayle Doney. Presenter: Staci Knuth, Mid-Rivers

Appoint Recorder of Minutes: Kari Albertson – Denison

Reading of the Mission Statement: Dani

Revisions to the Agenda: Move Continuing Business first order of business: Internet Upgrade Discussion and Mid-Rivers presentation – Staci Knuths
Add Board Officers Elections for May 20 meeting
Move Director’s Report before Financial reports and add to Director’s Report: Meeting Room

Continuing Business:

- Internet upgrade presentation by Staci Knuths, Mid-Rivers Regional Account Executive. Staci shared infrastructure of an upgrade and estimated costs of direct internet access. A packet was shared with the information
 - Dani advocates shutting of the Wi-Fi from 7pm-7am after upgrade and using Firewall
 - MT State Library will do a walk through to estimate project in mid-April
 - Rewiring by the State Library will be complete by June 31
 - Lewistown Online did not offer a new service package
- Director search progress
 - Mary talked to Providence University in Great Falls to advertise opening
 - New Board email set up through the library website to receive application submissions. Mary shared the information with Board. Submissions are also being received via the Board Gmail account
 - PNLA is requesting a URL to post the opening
 - Dani will post to website

- Mary asked if Director applicants should also complete the City of Lewistown paper application as is requested for the current Seasonal Library Worker. Board agreed the paper application is not necessary
- Discussion on conducting Director interview in a more conversational approach. Board will meet before May meeting to determine interview style and questions
- Interim Director position discussed

Director's Report:

Building:

- Dani is awaiting the decision of the TIF board for the funding to replace our alley windows.
- We have been awarded \$7,000 from the Montana History Foundation for the restoration of our main street entrance stonework.

Director Transition:

- Transition materials and director's handbook are being created focusing on important information, dates, and contacts.

Library Services:

- The Seasonal Library Assistant position is being advertised and we hope to hire that by early May.
- Book quarantine has been reduced. After attending the South Central Federation meeting I have concluded that our book quarantine is no longer necessary (we were the only ones still doing this procedure). Currently, we are washing books the day they come in, letting them sit overnight, checking in and shelving the following day.
- Internet Upgrade:
 - Midrivers and Lewistown Online have been contacted to place bids for our internet upgrade (per City Purchasing Policy). We can move forward with this project much more speedily now that we have backed out of the e-Rate Grant program.
 - The County has been contacted about funding upgrades and internet service costs. With the approximately \$2,000,000 coming to Fergus County from ARPA, I hope to be successful with this request.
 - Lastly, the State Library will also be receiving ARPA funds specifically for upgrading library internet service and internet infrastructure across the State. I have applied to be a pilot library for cabling upgrades covered in full by State funds. (Please see the attached email from Tracy Cook)
- Visitor count continues to increase
- Digital map project – Dani shared only photos and maps that are not copywrite could be sold for this service. Copywrite expires after 100 years

- Dani proposed the Meeting Room reopen in May. There have been multiple requests to utilize the space. This action will start the phase out of the 30-minute library use limit. An adjusted capacity will be set to align with COVID-19 restrictions. Board supports this action

Dani excused at 2:10 p.m. to attend the Montana Library Association Board Meeting as Secretary position requires attendance.

Comments for the Good of the Library: Cathy very much appreciated the technology presentation Dani gave at the March meeting. The presentation was clear and nicely laid out the current technology and internet reality

Disposition of Minutes:

- Cathy moved to approve the March 18, 2021 minutes with correction, and Jo 2nd. All in favor

Financial Reports:

- Cathy asked what SC4AF71 charge is for? Clarified - the books for sale in display
- Cathy moved to approve the January claims and Jo 2nd. All in favor

Communications:

Friends of the Library:

- Upcoming book sales are Friday, April 30 1:00 p.m.- 5:00 p.m. and Saturday, May 1 9:00 a.m. – 2:00 p.m. No appointments necessary. Masks required and sale by donation
- Moving back to regular 1st Saturday of the month sales and adding the Friday afternoon sale the day before
- FOL are writing up a history of the Book Station for display
- Discussed the meeting time and possibility changing to an evening and/or holding a reception or barbeque on the patio to get more folks interested in attending
- Sorting books on Thursday mornings

Commissioner's Report: n/a

Discussion with the Public: n/a

Upcoming Business:

- MLA is virtual April 14-17. Library closure for training: Thursday, April 15, and Friday April 16. Library open Saturday, April 17 regular hours
- MTLIB2GO Membership meeting – Virtual event, April 27
- MSC Membership meeting – Virtual event, May 5

New Business:

- Funding opportunities for internet upgrade – ARPA State and County Funds

- The state has chosen our library for a pilot program to do a complete rewiring for internet infrastructure. This pilot program will then determine how the State will use ARPA funds to help other libraries with internet infrastructure. The County will be approached to request funds for ongoing internet costs in exchange for training

(3:05 p.m. PM Jo moved to adjourned, Cathy 2nd. All in favor. Meeting adjourned)

NEXT REGULAR BOARD MEETING: Thursday, May 20 at 1:30 p.m. in the Upstairs Meeting Room. Respectively Submitted: Kari Albertson – Denison, Librarian