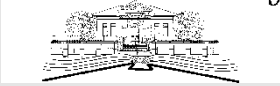


Minutes of the Workshop Meeting Lewistown Public Library 	
Lewistown Public Library Board of Trustees	Thursday 5/20/2021 1:30 pm – 3:00 pm Lewistown Public Library

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, Jean Collins, Cathy Moser, Gayle Doney, Jo McCauley. Director: Dani Buehler. Library Staff: Brittney Uecker. Excused: Arlene Mari.

Appoint Recorder of Minutes: Brittney Uecker

Reading of the Mission Statement: Gayle.

Revisions to the Agenda: Approve special meeting minutes (Mary)
 Move New Business after Communications

Presentation by Staci Knuths, Mid-Rivers internet service proposal:

- Fiber optic cable is not available for the Library to connect to yet and there is no ETA on when it will become available. Thus, internet service would be provided through a cable modem. This will provide faster speed than what the Library currently has.
- Quote provided for internet service, managed network devices, and equipment was \$583.95/month.
 - Dani clarified that switch and router with five internal access points will be done by Compunet and would not need to be purchased from MidRivers, which would change the pricing quoted.
 - Staci and Compunet representative will conference call with Dani to clarify whether MidRivers could utilize managed network devices installed by Compunet and pricing for just internet service.
 - Firewall would be on a 3-year term and there is no contract for internet service.
- Dani explained that the Library’s internet infrastructure upgrade is part of a pilot program for the state to determine costs so that ARPA funds can be used for similar projects throughout the state.
 - A one-time request has been made to the county to cover additional costs for upgraded internet service at \$7000 for the FY 21-22.

- E-rate grant would subsidize 70% of the monthly cost starting next year. The bid would only be for service voucher.

Comments for the Good of the Library:

- Mary was excited to see that Storytime and other programs are restarting.
- Cathy praised Misty for going above and beyond to assist her in finding materials.

Disposition of Minutes:

- Gayle moved to approve both the April 15 regular meeting minutes and the May 20 special meeting minutes, Cathy 2nd. All in favor.

Financial Reports:

- Currently the 4001 account should have \$5000 from the Library, \$5000 from the city, \$5250 from the Montana History Foundation Grant for revenues for the past year. The Friends of the Library has given \$2890 for the new windows which will also be deposited into the 4001 account. This account shows no revenue and it's has a current balance of \$16,000. Gayle will ask the city about this discrepancy.
 - Funds for the stonework and window projects will go through this account.
- Budget as of May 13 shows \$226,000 allocated to personnel, \$288,000 total committed, and \$274,000 total revenue.
- Miscellaneous equipment was the only category overspent in order to purchase new computers. This cost was approved by the commission.
- Mary asked if any budget changes need to be anticipated for next year. Dani said that although that there was no money spent on travel and training that this should not be modified down. Telephone line item will go up if we go with MidRivers for internet service. Summer Reading budget will not be spent out because only a few funds were expended last year.
- Jean moved to approve claims, Gayle 2nd. All in favor.

Director's Report:

Building:

- Alley windows project is progressing – Awaiting manufactures shipping date
- Main street entrance project is progressing – Benchmark Masonry is waiting on mortar compound and will begin project when supplies arrive
- Library re-cabling – Jamie Jackson from CompuNet has surveyed the Library and the project is currently in the design phase.

New Staff:

- As we will be short staffed this summer, I have opted to hire 2 part-time Seasonal Library Assistants, Mary Thomas and Emily Killham. They will both be working 20 hrs/week and offer stability during a summer of transition. We are excited to have them.

Suggested Goals for new Director:

- Fully staff the Library - Discussion
- Formulate a new disaster plan and commit funds to a new fire alarm system that offers connected alarms and direct link to dispatch
- Create a new Strategic Plan
- Purchase new bookshelves for youth fiction
- Apply for E-Rate Grant to subsidize internet service cost (this would only be necessary if you switch providers and begin paying for this service)
- The ever-present EFIS issues and the best way to fix/replace it. I would recommend continuing with a Building Committee (members: Cathy Moser, Jeff Sheldon, Corey Birdwell, and Don Bost).

Communications:

Friends of the Library: (Mary)

- Last month's book sale went very well. \$958 was brought in between Friday and Saturday. There has been a lot of good patron response.

Commissioner's Report: (Gayle)

- A lot of work is being done now on ordinances. The budget will be worked on in July.
- TIFF board grants are going out.
- Creekside Pavilion is having its grand opening event on June 26 at 4PM.

Discussion with the Public: None

New Business:

- The Library was a recipient of ELSA (Excellence in Library Service Award) for 2021, recognizing maintenance of standards during Covid.
- With changes in masking requirements on the federal and state level, Dani asked the board to approve eliminating Covid restrictions put in place last June (masking, time limit, book quarantine, seating removed). Gayle said that as long as staff is comfortable with it, the board approves this change. This will allow for programs and use of the meeting room to restart without restrictions.

Continuing Business:

- Mary said director's search is going well and they have good candidates. Interviews are scheduled for June 2 and 4, with June 7 as an alternate day.
- Board voted for new officers:
 - Gayle nominated Mary for chair, Jo 2nd. All approved.
 - Gayle nominated Jean for vice-chair, Jo 2nd. All approved.

Upcoming Business:

- Summer Reading Program for youth will be June 1-July 10. Nancy and Kari may plan a program for adults, but no dates have been set.
- Public Library Standards are due July 25. Dani will hold off on doing this report until the new director comes in.
- Youth programming is back and adult outreach is slowly restarting. The staff hopes to begin other programming soon.
- Attendance is notably low in the library lately, but a boost is anticipated with the start of summer programming.
- Patron computers will be updated to Windows 10. Five desktops and four laptops will be available for patron use.

Presentation by John Payne, Lewistown Online internet service proposal:

- A 10gb pipe is being built to Helena and equipment is being upgraded as weather allows. This additional 10gb of service will be divided in blocks to customers in the area. There will be no cost with this upgrade — Lewistown Online will continue to provide free internet service to the Library and educational organizations.
- With the cabling update and new equipment, John says that their service should work with this equipment easily.
- Gayle asked about a timeline for the broadband upgrade. John says that due to supply chain issues, they are still waiting for hardware to complete building.
- Gayle asked what causes service outages at the library. John says that downtime is inevitable with all networks and there is little control over outages.

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

NEXT REGULAR BOARD MEETING: Thursday, June 17, 2021 at 1:30 p.m. in the Upstairs Meeting Room. Respectively Submitted: Brittney Uecker, Librarian