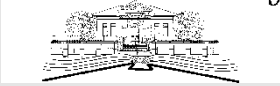


Minutes of the Workshop Meeting Lewistown Public Library 	
Lewistown Public Library Board of Trustees	Thursday 7/23/2021 1:30 pm – 3:45 pm Lewistown Public Library

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, Arlene Mari., Gayle Doney. Director: Dani Buehler. Library Staff: Brittney Uecker. Excused: Cathy Moser, Mariah Shammel.

Appoint Recorder of Minutes: Brittney Uecker

Reading of the Mission Statement: Dani.

Comments for the Good of the Library:

- In June, \$25,000 was deposited in the CMF account. In July, \$70,000 was deposited in CMF account from a donation from the Moore Living Trust. Another lump sum is to come as well as yearly distributions from this trust. Movement of this money to a more permanent fund will be discussed at a future meeting. Mary will talk to Carrie at CMF about a thank-you to the family for this donation.
- State Public Library Standards were revised at the beginning of July. The state has provided a checklist of standards libraries must meet to receive the ELSA award. The library has achieved this award for over ten years and Dani suggests that the new director be aware of these standards in order to continue this trend.

Disposition of Minutes:

- Jean moved to approve the May 20 regular meeting, Gayle 2nd. All in favor.
- Gayle moved to approves notes from the June 17 meeting, though it was an informal meeting due to absence of a quorum and no action was taken, Jean 2nd. All in favor.
- The fine-free policy was approved in May 2020 but no cap was put on how long it would stay in effect. Reinstating fines will be discussed when the new director is in place.

Financial Reports:

- Gayle moved to approve May and June claims, Jean 2nd. All in favor.

Director's Report:

- Budget for FY22 is complete and ready for the new director and approval by the Board and City Commission.
 - Changes from last year's budget include:
 - Decrease from \$3500 to \$2500 for Office Supplies (only spend \$1400 this year).
 - Summer Reading Program is robust at \$5000 (includes everything left over from past fundraising, only \$1000 spent this year).
 - Decrease from \$2000 to \$1700 for Postage (spend less now that mailing is taken directly to post office instead of done in-house).
 - Increase from \$800 to \$1000 for Memberships (anticipate increase in MLA rates).
 - Increase in Telephone line. This can be used for costs associated with internet upgrades.
 - Increase from \$10,000 to \$11,000 for Building Maintenance.
 - Travel and Training kept the same despite minimal spending last year, as these will go back into effect post-COVID.
 - Other Purchase Services will likely increase as cost-shares increase.
 - Expenditures in 2706 account kept the same.
 - \$20,000 expenditure noted in 4001 account to pay for new windows, stonework, and removing old internet cabling.
 - Anticipated revenue includes \$5000 from the city, \$5000 from the library, \$7,000 from Montana History Foundation grant, and \$2,089 from both FOL and TIF district
 - County gave us a 2% increase but not the additional \$7000 we asked for.
 - Gayle will ask City for line item detail query and actuals for the last three years for the 2706 account, as it seems to be depleting quicker than expected.
 - Jean moved to approve budget, Gayle 2nd. All in favor.
- Brittney presented the Annual Report.
 - City wants to have the Annual Report presented to the City Commission in late September/early October.

Communications:

Friends of the Library: (Arlene)

- July book sale brought in \$714.
- Volunteers for Spika Manufacturing's Community Day of Service helped removed old gas station equipment from the back room of the Book Station and take to the dump.
- A sign is being made for the donation book drop.
- \$226 was brought in for the friends from the Town and Country coffee bar tip jar supporting non-profits. FOL was also chosen to have these funds matched by the Town and Country corporate office.

- An individual who purchased a Chokecherry Festival booth in front of the Book Station wants to use their electricity for their booth. This has been done in the past but needs to be approved by the Board at the next meeting.

Commissioner's Report: (Gayle)

- City Commission is working on the budget, which will be their main focus through August.

Discussion with the Public: None

Continuing Business:

- A new director has been hired and will be here in Lewistown mid-August.
 - Gayle moved to approve minutes from the June 11 and June 23 meetings to select the director, Jean 2nd. All in favor.
 - Gayle moved to change the August Board meeting from August 19 to August 26 so the new director will be able to attend, Mary 2nd. All in favor.
- Interim Director discussion:
 - There was thoughtful discussion about the pros and cons of appointing Brittney as Interim Director for the month of August versus retaining her in position as Youth Librarian. Gayle and Mary will discuss with the City.
- New trustee is Mariah Shammel. She has been approved by the City Commission and will be at the next meeting.

Upcoming Business:

- Library to close at noon on July 29 for Lewistown Days at the Fair. Board has deemed this non-holiday closure as an essential interaction with the community and opportunity for outreach. Jean moved to approve, Gayle 2nd. All in favor.
- Mary will accompany the new director to the South Central Federation Meeting in Red Lodge on September 11.
- Library closure for Chokecherry weekend will be discussed at the next meeting.

New Business:

- Summer Reading Program concluded on July 10. There were 109 folders picked up

(3:45 PM Jean moved to adjourn, Gayle 2nd. All in favor. Meeting adjourned.)

NEXT REGULAR BOARD MEETING: Thursday, August 26, 2021 at 1:30 p.m. in the Upstairs Meeting Room. Respectively Submitted: Brittney Uecker, Librarian