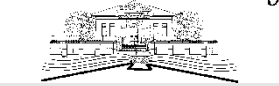


Minutes of the Regular Meeting Lewistown Public Library	
	
Lewistown Public Library Board of Trustees	Thursday 8/26/2021 1:30 pm – 3:00 pm Lewistown Public Library

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: Jean Collins, Mary Frieze, Gayle Doney, Arlene Mari, Cathy Moser, Mariah Shammel. Interim Director: Brittney Uecker. Library Staff: Kari Albertson – Denison. City Manager: Holly Phelps. Big welcome to our incoming Director: Alissa Wolenetz, who will officially start Monday, August 30th.

Appoint Recorder of Minutes: Kari Albertson – Denison was appointed.

Reading of the Mission Statement: Jean read the Mission Statement.

Revisions to the Agenda: None.

Comments for the Good of the Library: None.

Disposition of Minutes:

- Cathy moved to approve the July 22nd and July 27th minutes after correcting the date and adding a ‘t’ to Brittney’s name. Jean seconded the motion. All in favor.

Financial Reports:

- Gayle gave a financial overview for Alissa, including the following:
 - Expenses are paid from fund 2220.
 - The City handles payroll and covers personnel costs.
 - The final Library budget will be approved in the near future.
 - Holly added that numbers on reports are not accurate at this time as the budget hasn’t been approved.
 - Dowler Funds are allocated for The Book Station. When this fund runs out the library will have to cover this expense, generally \$10,000-\$11,000/year.

- A clerical error was made in the proposed budget. An amendment is needed on the gas utility line item. Holly added that the City can make an amendment in the budget when the City Commission votes on it.
- Claims are expenditures.
- Gayle moved to amend line item 344 to \$1,000. Jean seconded the motion. All in favor.
- Jean moved to approve July claims. Gayle seconded the motion. All in favor.
 - Gayle gave overview of endowments:
 - CMF (Central Montana Foundation)
 - Library Book Fund
 - Mueller Fund
 - Holly recommends that Alissa meet with Carrie Mantooth at the CMF. Carrie can provide guidance on how CMF funds can be spent. Holly also recommends leaving money in available balance.
 - The available balance is currently higher than usual, as Marilyn Moore contributed \$70,000 to the library endowment.

Director's Report:

Building:

- Alley windows project is currently underway. I will contact Abby Majerus with Snowy Mountain Development about how to receive the TIF grant funds once the project is complete.
- Main street entrance project is complete. The final grant installment of \$1,750.00 was received on August 6 and deposited in the 4001 account. Montana History Foundation fall progress report will be due in December. I will pass on relevant information and photos to Alissa for this report.
- Library re-cabling project is complete and internet is working well.

Programming:

- We are preparing to begin school visits in September with the Lewistown 3rd grades, Moore, the Colonies, Small Wonder, and Fox Den.
- Mary T. has been facilitating Storytimes for August and is going a great job.

Staff:

- Our interim month is going well despite being short-staffed. We are looking forward to meeting Alissa and moving forward into a new chapter at the Library.
- The Board thanked Brittney for doing a great job as Interim Director

Communications:

- None

Friends of the Library:

- Arlene reported that the July book sales profit was \$724. The Friends discovered that they make more when sales are by donation instead of by set prices. They will go back to donation only for sales.
- Upcoming sales: Friday, September 3rd from 12-5 p.m. and Saturday, September 4th from 9 a.m.-12:30 p.m.
- Friends are making updates in The Book Station, including painting and organizing shelves.
- A Chokecherry Festival vendor requested permission to use electricity from The Book Station during the festival. The Friends have given permission for the use.

Commissioner's Report:

- The City budget is close to being finalized.
- Valuation is up and mills are down.
- It was brought to Board's attention that the library's closure holiday dates are in violation and need to get back in sync. Holiday time cannot be used prior to the actual holiday. This adjustment will be made immediately. Holiday hours can be banked up to a year and used at a later time.
- Staff needs to meet with Director and make a decision immediately if all staff agree to take vacation time for the Library to close for Chokecherry. The Board must approve all building closures and all staff need to agree to use VL prior to scheduling and advertising a closure.
- Holly mentioned the City will propose changes in the MOU with the Library in June 2022.

Discussion with the Public:

- None.

Continuing Business:

- COVID policy review:
 - Gayle shared that a new law instated by the Governor restricts what can be done with COVID quarantine, masking, and more. Mask recommendation needs to be done within the parameters of this law. The Library needs to use legal counsel and have guidance when addressing masking of the public. No action taken at this time.
- The annual report will be presented to the City Commission on October 18th.
- Providing closure dates to the City was previously discussed and decided on.

- Hometown Humanities will be hosting programming in Lewistown for the upcoming year. Brittney has been involved in preliminary meetings with Sam Dwyer and Kim Anderson, along with many others from the community. A kick-off event is scheduled for mid-October. Brittney feels it is critical for the library to be involved.
- The South Central Federation Meeting is on September 11th. Mary and Alissa will attend in Red Lodge or virtually.
- Cathy asked how many applicants for the Board Trustee position were received. One person applied.

New Business:

- Library closure for Saturday, September 11 was discussed. Questions arose as to why that closing is needed. The issue with remaining open during this annual event is that it was causing major plumbing issues with the bathroom due to heavy usage. The Board stressed that all staff needs to be in agreement to take vacation time for that day in order to close. Brittney will meet with staff to confirm.
- Gayle moved to approve library closure for Saturday, September 11th (Chokecherry Festival), contingent upon all staff taking vacation time. Cathy seconded the motion. All in favor.
- The extension of Mary Thomas's seasonal employment until September 30th was discussed. Mariah moved to retain Mary as a seasonal helper through September 30th. Gayle seconded the motion. All in favor.
- The library retreat will be discussed in more detail at a later time. Pam Henley with the Montana State Library will come and help with training. The plan is to set a date at September's meeting.
- The Wi-Fi Hotspot lending policy was reviewed. Staff can set priority as needed for the school year regarding circulation.
- Brittney will update the Board contact list and email it to members.

Adjournment: Cathy moved to adjourn the meeting at 3:20 p.m. Gayle seconded the motion. All in favor.

NEXT REGULAR BOARD MEETING: Thursday, September 16 at 1:30 p.m. in the Upstairs Meeting Room. Respectively Submitted: Kari Albertson – Denison, Librarian