



### **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, Gayle Doney. Director: Alissa Wolenetz. Library Staff: Brittney Uecker. Excused: Jean Collins, Arlene Mari, Mariah Shammel.

**Appoint Recorder of Minutes:** Brittney Uecker

**Reading of the Mission Statement:** Cathy.

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

- The Annual Report to the City Commission went well. Brittney provided a great summary of the last fiscal year and Alissa gave a great look at future plans and ideas and generated enthusiastic feedback from commission members and public. There was a writeup in the News Argus.
- A new city attorney has been hired and will start November 1.

### **Disposition of Minutes:**

- Cathy requested clarification on board members volunteering to fill in when the Library is short-staffed. Some level of vetting and guidance is needed for volunteers and staff should refer to City policy. Alissa is working to update volunteer forms and insurance, as there are several new people interested in volunteering.
- Gayle moved to approve the corrected September 16 regular meeting minutes, Cathy 2<sup>nd</sup>. All in favor.

### **Financial Reports:**

- Alissa provided visualizations for Library monthly costs.
  - October book/video purchases are up since budget has been approved.
  - Building maintenance is also up due to turning on the boiler, thermostat servicing, and paying out elevator repairs from the summer.

- Gayle said that Northwest Energy rates for gas/electric are expected to increase by 35% in the coming year.
- Alissa anticipates additional costs for training in the coming months.
- Kone Elevator yearly contract was paid out of 2200 account this month. This contract covers maintenance only but does not cover costs of repairs. A service contract is typically required to certify the lift with the state. Alissa will email a copy of the contract to the board to discuss at the next meeting.
- A lawsuit was recently settled with the Mueller estate in the amount of \$45,024.93. This will go into the available balance from the endowment.
- Discussion of moving money from the endowment to the library budget will be on the November or December agenda, when the full board is present to discuss.
- Gayle moved to approve September claims, Cathy 2<sup>nd</sup>. All in favor.

### **Director's Report:**

- Statistics for September:
  - \$45k from Mueller estate is noted under “deposit donation \$ to CMF”.
  - Internet use of 41 is a typo and Alissa will correct for next month.
- Building updates:
  - Windows
    - Police chief did not think obscuring on windows would affect security, and consulting librarian from MSL did not think it would preserve books.
    - After discussion, board suggests no obscuring but curtains or shades to keep summer temperatures down.
    - There was misunderstanding with Montana Paint & Glass about the materials quoted vs what was installed. Alissa will work with Nikki to adjust the quote and the City will handle the issue from there.
  - The Fire Department performed a building inspection on September 30 and noted several key issues, which Alissa is currently working on addressing: updating smoke detector system (an electrical company is coming in next week to look into a connected alarm system), replacing exit signs, putting address on the building, and preventing general fire hazards with outlets and wiring.
  - Disaster plan was last updated in 2010 and needs to be brought up to date, including additional medical and safety training for staff. Alissa would like to send staff to First Aid/CPR training (at \$75/per person) and run emergency drills.
  - Boilers have been turned on and several older thermostats will need to be replaced.
  - Internet service was lost for a day due to the South Moccasin wildfire, but the Library was able to run off of a hotspot and staff tablets to maintain internet for staff use.
- Programming:
  - Brittney is starting Teen Writers again in November.
  - Brittney visited with the Lewis & Clark Elementary Service Council, who expressed interest in a book club and coding programs.

- Alissa is working with 4H Extension Office to put on space-themed programming and cooking classes in January.
- Brittney has applied for a free NASA-themed workshop through the Museum of the Rockies in November.
- Hometown Humanities programs with Caroline Patterson and Marc Gibbons have been scheduled for November and December. These will be in-person at the Library but the speakers will join us virtually.
- Several senior outreach visits have been cancelled due to Covid outbreaks in the facilities.
- Hot spots
  - Library was not at its full allocation of hotspots from the MSL so we received 5 additional devices serviced through T-Mobile. One will be permanently checked out to Grass Range School.
  - With checkout software available on our tablets with hotspots, we have the ability to take these devices to community events (i.e. games, LAC HarvestFest, etc.) to check-out items and sign people up for cards.
- Internships and volunteers
  - If changes to the budget are required to pay interns, this will need to go through a formal budget approval process.
  - Several possible internship programs were discussed, including Community Service Work Study, Stanford Bill Lane Center for the American West, Vocational Cooperation Education and internships for credit through the high school.
    - These are all viable possibilities for summer projects, programming/outreach help, archival work, etc.

### **Communications:**

#### **Friends of the Library: (Mary)**

- Santa's Sale will take place December 4 at the Judith Mountain Players theatre. There will be more emphasis on this starting in November.
- Book Sales are going well. A lot of inventory has been cleared out.
- Next FOL meeting is October 27 at 1PM.

#### **Commissioner's Report: (Gayle)**

- Nothing notable going on. Current focus is commissioner election and health district.

### **Discussion with the Public:** None

### **Continuing Business:**

- Annual Report was discussed during Comments for the Good of the Library.
- Alissa and the City are working on the hiring process for the Librarian Assistant I. This is an entry level position with room for the individual to later move up. Another round of hiring will take place later to fill the Archivist position.

- Hometown Humanities programs were discussed in Director's Report.
- There is a Trustee Interest Group through the MSL. Mary said interaction with this group helps to better understand connections between cities, counties and libraries around the state.

### **New Business:**

- There are several staff trainings coming up: First Aid/CPR, NASA/Museum of the Rockies, MLA Fall Workshops (November 15-17, no building closure is necessary).
  - 4H Extension Office have certified instructors for youth mental health first aid. Alissa would like to have staff do this training.
  - Once we are fully staffed, Alissa may send staff to other libraries or bring other libraries here to train.
- Library may participate in subsidized Central MT Courier System Pilot Program to allow patrons to check out books from throughout the state. Other possibilities for expanding collection include linking card catalogs by forming a library district.

### **Trustee Minute:**

- Board Retreat needs to be scheduled to look at the strategic plan, possibly for February-March. This will be a January board meeting item

*(3:05 PM Gayle moved to adjourn, Cathy 2<sup>nd</sup>. All in favor. Meeting adjourned.)*

**NEXT REGULAR BOARD MEETING: Thursday, November 18, 2021 at 1:30 p.m. in the Upstairs Meeting Room. Respectively Submitted: Brittney Uecker, Librarian**