



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, Mariah Shammel. City Manager: Holly Phelps. Director: Alissa Wolenetz. Library Staff: Brittney Uecker. Excused: Cathy Moser.

Appoint Recorder of Minutes: Brittney Uecker

Reading of the Mission Statement: Gayle.

Comments for the Good of the Library:

- The new Library Director, Alissa, is here and is doing great. She was featured in an article in the News-Argus on September 15.
- Mary shared pictures of Storytime on the patio.

Disposition of Minutes:

- Gayle noted a correction to the August 26 minutes. “Evaluation” on page 4 should read “valuation” under Commission’s Report.
- Jean moved to approve the corrected August 26 regular meeting minutes, Gayle 2nd. All in favor.

Financial Reports:

- Alissa is interested in providing visualizations of Library financials for simplification in future board packets.
- The Central Montana Foundation statement for August is not yet available but will come later in the month. Alissa has asked Carrie for a summary of the Library’s CMF funds so it is easier for trustees to know what goes into the endowment.
- Gayle moved to approve August claims, Jean 2nd. All in favor.

Director's Report:

- The original quote for the new windows does match the specifications of the windows that were actually installed – specifically, they are lacking obscure coating. Alissa is working with both Montana Paint and Glass and the Montana State Library to determine safe UV exposure limits for books and adjust the quote accordingly if obscuring is necessary.
- Hotspots are in extremely high demand. Alissa asked if the board would consider purchasing additional hotspots and service to increase availability, possible through the endowment.
 - MSL is paying for service for the three hotspots provided to the Library until December 2022. Alissa may look into a grant to cover this cost afterward.
 - There is no insurance on the laptops as they were provided by the MSL. Gayle suggested reevaluating our inventory and considering insuring these items through the city. Inventory is adjusted annually and may have been overlooked this year during the Director transition.
- Class visits have resumed and Brittney is leading programming for 3rd graders, colonies, and Moore. She has also been doing storytimes at the Fox Den and regular Books & Babies and Storytime at the Library.
- Nancy did outreach at Valle Vista and Eagles Manor in person for the first time since Covid restrictions began.
- The Library is extremely short-staffed right now. Alissa is working with the city to fill our open positions as soon as possible.
 - Board members are allowed to volunteer to help out at the Library if they choose to prevent closures if short-staffed.
 - Alissa is looking into the school-to-work program to have additional help.

Communications:

Friends of the Library: (Arlene)

- September book sale brought in \$904.
- When donations are brought into the Book Station, staff should put them in the back shed under the “new arrivals” sign.
- Alissa thanked the Friends for the purchase of new meeting room chairs which were delivered today.

Commissioner's Report: (Gayle)

- The Library annual report will be presented to the City Commission on October 18 at 6PM.

Discussion with the Public: None

Continuing Business:

- The next City holiday is Monday, October 11. The Library is already closed that day so staff will bank their holiday hours to use at a later date.

- The new budget has been approved as of September 7.
- Hometown Humanities has stopped all in-person programming for at least the month of September and possibility longer. They will reevaluate whether travel and in-person programs can resume in October. The planned mid-October kickoff event is currently on hold. The program will be extended depending on how long in-person programming is on hold.
- Mary and Alissa attended the virtual South Central Federation Meeting on September 11. There was discussion of possible future trustee training, the hotspot program, changes to state statistical reporting, and updates to the Montana Memory Project.

New Business:

- Alissa is working with City HR to establish job descriptions and finalize job postings. These should be able to be released next week.
- Alissa has reached out to HRDC and the Council on Aging to establish new outreach programs, including providing books with Meals on Wheels deliveries and creating a stop for the shuttle at the Library. The goal is to establish outreach programs with minimal impact on staff but a big impact on the community.
 - Board will brainstorm ideas for more adult community programming at the October board meeting.

(2:40 PM Jean moved to adjourn, Gayle 2nd. All in favor. Meeting adjourned.)

NEXT REGULAR BOARD MEETING: Thursday, October 21, 2021 at 1:30 p.m. in the Upstairs Meeting Room. Respectively Submitted: Brittney Uecker, Librarian