



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

Appoint Recorder of Minutes: Brittney Uecker

Reading of the Mission Statement: Gayle.

Revisions to the Agenda:

- Strike introduction of new employee from New Business. This was done at the special meeting yesterday.
- Add discussion of MOU to Continuing Business.

Disposition of Minutes:

- It was not indicated in the November 18 minutes that the City Manager and City Attorney left the meeting prior to Discussion with the Public. This will be added to the minutes for future record.
- Alissa clarified that Public Library Standards are set by the state and that libraries can be out of compliance for four years before they lose funding and support. In 2022, the stipulation that the Board shall appoint the Director will be removed from the Standards, but this has not happened yet.
- Board will provide a document at the January meeting to present to the City to request reporting on cost-savings for the Library from vacant FTE’s.
- Alissa added wording to MOU Discussion summary to make clear that the potential hole in liability has not been verified.
- Gayle moved to approve the November 18 regular meeting minutes as corrected, Mariah 2nd. All in favor. A copy of the corrected minutes will be provided at the January meeting.

Financial Reports:

- The Library is tracking at approximately 50% spent of what we budgeted for each account except for personnel costs (at 36%). This indicates that we should have cost-savings for personnel.
- Prices are anticipated to increase for gas services next year. Alissa will look into how this will affect the budget moving forward.
- The \$5000 memorial donation from William E. Grigg for senior outreach has been deposited in a sub-account under the Library endowment at CMF so we can track and view balance.
- State (\$4871.26) and Federation (\$2246.73) aid is coming. It has not yet been deposited but will be soon.
- There will also be an additional installment from the Moore estate.
- Mueller fund deposit has doubled with \$45,000 deposit from class action settlement.
- \$10,000 was withdrawn from the Library endowment to go into the City-County Library Fund. Alissa would like to see endowments listed separately under the revenue budget to have a clear record that our endowments pay for Library operations.
- New patrons and city/country patrons have not been reflected in statistics since August (there have been about 400 new patrons added in this time). This will be corrected for future statistics reports.
- Cathy moved to approve November claims, Jean 2nd. All in favor.

Director's Report:

- Building updates:
 - There is no timeline for estimates on fire inspection installs.
 - CPR/First Aid training was cancelled due to the Denton fire and will be rescheduled for February.
- Programming:
 - We submitted a grant application for \$2500 to purchase duplicates of the items received from MOR workshop in order to offer STEM programming for up to 12 participants at a time. We will hear back in February. Mary suggested that the FOL may also fund this if the grant falls through.
 - Hometown Humanities programs with Caroline Patterson and Mark Gibbons were well-received. More of these programs will be scheduled once Humanities Montana allows in-person programs.
 - Senior outreach remains limited due to COVID. Alissa will meet with Dale Pfau from the Council on Aging in January to discuss senior outreach ideas.
 - Nancy and Alissa are working on a "Welcome to Lewistown" program for newcomers that pairs book discussion sessions with outdoor activities.
 - Alissa met with the Central Montana Education Center, Extension Office, and Lewistown Arts Center to discuss restarting the Adult Education program. CMEC will discuss funding at their January board meeting. Alissa hopes this will open up the Library to demographics that don't often utilize its services.

- FOL donated children's books to the Denton Library. Alissa met with Emmie from the Winifred Library to discuss book sharing. Grass Range kindergarten through 2nd grade students visited to learn about the Montana Library 2 Go.
- Alissa was accepted into an MSL entrepreneur coaching program as part of Accelerate Montana's Rural Innovation Initiative through the University of Montana. She will meet with representative in January to discuss how we can work with MSL, Snowy Mountain Development, and the Initiative to support local businesses.
- Internships and volunteers
 - We were not selected for the Stanford Bill Lane Center for the American West Internship but the coordinator has referred Alissa to similar programs to apply for.
 - MMIA confirmed that our volunteer application meets their standards and recommend it be run by the City Attorney. They recommend insuring those volunteers not already covered under RSVP under Workers' Comp. This would cost \$2-3 per person per month, paid retroactively by quarter, and would be budgeted under 'other services.'
- Other information
 - Our Winter Party for the Board, FOL, county librarians, and staff will be held at 3PM on Saturday, January 22.
 - MMIA covers items held within the building so it is not necessary to add these to the City's property insurance. Catalogued items are recorded within the catalog but other items need to be inventoried in some way.
- Gayle asked if the Library receives Federal funding that would require us to adhere to Federal Library Standards. Alissa confirmed that the MSL is using ARPA funds to provide various library resources and she has requested funding for test prep software and will have more information in January. Board would like information on what Federal Library Standards include.

Communications:

Friends of the Library: (Arlene)

- December book sale brought in over \$1100 and the Santa's Seconds sale brought in over \$2000.
- The December meeting is cancelled and there will be no January book sale.

City Commission: (Gayle)

- The outgoing commissioners will have their last meeting December 20.
- Open house event was cancelled and it is unclear if it will be rescheduled.
- Training was held on December 13 for department heads and City Commission. Dan Clark will do training with the Commission regarding the City Charter in January.
 - Mary asked if he would want to talk to the Board about the MOU. Gayle says this wouldn't be a good time, as we don't yet know the effect of statute on the changing library standards.

- Next regular Commission meeting is December 20. There will be a meeting to swear in new commissioners and appoint board members on January 3.

Discussion with the Public:

- None.

Continuing Business:

- Alissa requested at the November meeting to have the Board do an informal performance evaluation of her. Mary received an email from the City claiming they have a policy of doing an evaluation after 3 months. This is not stated in any policy documents.
 - Gayle said this should be put on the agenda for the next meeting after the Board had met with legal counsel (in case the City requests information from any formal or informal evaluation).

New Business:

- Cathy requested clarification on “county patrons losing their say,” as mentioned in the November minutes under Discussion with the Public, as well as what the relationship with the County is regarding the proposed MOU changes.
 - The City has stated that the County has no interest in the MOU, but this has not been verified by the County Commission.
 - County board members would lose their voice if the City is in control.
 - Gayle suggested that the Board waits to do anything regarding the MOU until they know what MACo and MMIA are going to do, what legislative changes are made, and have discussed with legal counsel.
 - Tracy Cook from MSL says the Board should wait until MMIA has decided what they are going to do before the letter of support from Jennie Stapp is sent to the City.
- The strategic plan needs to be revised at some point. Alissa has requested examples of strategic plans and met with Dani about the strategic plan. This will be discussed in February and possibly be the focus of the upcoming board retreat.
- Jean’s Board term is up in 2022. She will need to write a letter to the City Manager to be reinstated for another term.
- Arlene asked about the Movie Matinee program. Not much has been done with the program since Kari left, but staff will look into starting it again.

Trustee Minute:

- The Library will have a list of staff books of the year in next week’s newspaper and will discuss on the podcast.
- Mary is currently reading “12 Maps That Recorded History” and enjoying it.

(3:15 PM Jean moved to adjourn, Gayle 2nd. All in favor. Meeting adjourned.)

NEXT REGULAR BOARD MEETING: Thursday, January 20, 2021 at 1:30 p.m. in the Upstairs Meeting Room. Respectively Submitted: Brittney Uecker, Librarian.