



### **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:**

- Call with Mike Meloy at 2:30PM following Director’s Reports.

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

- The Winter Party for the staff, Board, FOL, and Library friends will be Saturday, January 22 at 3PM.
- Jean has been reinstated for another term as a Trustee.

### **Disposition of Minutes:**

- There was a change of wording on first item under New Business to say that “County board members would lose their *voice if* the City is in control.”
- Gayle moved to approve the December 16 regular meeting minutes as corrected, Mariah 2<sup>nd</sup>. All in favor.

### **Reading of edits to November 18, 2021 regular meeting minutes:**

- Minutes were edited to indicate that the City Manager and City Attorney left the meeting prior to Discussion with the Public.
- Gayle moved to add reading of these edits to the February agenda.

## **Financial Reports:**

- Nikki from the City indicated in an email to Alissa that the City wants to change how financials are presented to the Board. The Board will not comment on these changes until the City specifies how and where the financial reports presented will change, but is extremely happy with the detail-oriented reports that they have been receiving.
- In the 2706 account (i.e., the Dowler Fund that runs the Book Station), 98% of the available appropriation has already been spent for line item 344 (Gas Utility Services). Alissa contacted Nikki about amending the budget to account for this. Nikki relayed that this account is evaluated at the fund level, so as long as the 460100 (Library Services) account is not overspent overall, then it is not an issue.
  - Original appropriation for the 344 item may be an error. Alissa will look at changing this appropriation on next year's budget.
- The Library is waiting to hear about a grant application for robotics programming. A \$200 donation was made for this program and is at CMF.
- \$12,900 was received from the Moore estate.
- No detail query was presented this month for the 4001 account because there were no transactions made in the last month.
- Gayle moved to approve December claims, Cathy 2<sup>nd</sup>. All in favor.

## **Director's Report:**

- Programming:
  - Brittney will hold a Youth Book Club for 4<sup>th</sup>-8<sup>th</sup> grade students following interest expressed by the Lewis & Clark Elementary Service Council. The first meeting will be February 22.
  - Free SAT/ACT prep courses as well as classes from Great Courses and Universal Class are accessible through December from the MTLibrary2Go. These are paid from by the MSL from ARPA funds.
  - Alissa will meet with the Fergus High National Honor Society advisor on Friday to discuss possible scholarship and college application workshops as well as tutoring based out of the Library.
  - Montana poet Chris La Tray has been booked for a March 24 in-person program at the Library. This application was submitted to Humanities Montana as a Hometown Humanities-supported program, but if it is not approved for in-person programming, Chris will support the program himself. He may also be a good consideration for an Author Dinner guest.
  - KXLO is willing to air speakers during their community hour. We have discussed with presenters about pairing this option with a virtual program.
  - Nancy and Alissa met with Dale Pfau from the Council on Aging about distributing books to homebound individuals.
    - This may require a change to policy in order to verify participants to get sign up for library cards without ID. Gayle will check with the Clerk & Recorder about whether voter registration would be a feasible option for verification.

- The Welcome to Lewistown Book Club/Discussion group will meet for the first time on January 25 at 6PM. We are hoping this program will pull in new community members and new demographics.
- Alissa met with CMEC, HRDC, Job Service, Extension and KellyAnne Terry on Tuesday and formed the Lewistown Training and Education Coalition (TEC). This group will set up training and education opportunities in order to utilize \$60,000 in funds from HRDC that need to be spent by March.
- Alissa met with representatives from AMRII (Accelerate Montana's Rural Innovation Initiative) and discussed creating community support systems and training for entrepreneurs. Alissa is completing training in entrepreneurial support skills through the MSL.
- Internships and volunteers
  - Alissa submitted another internship proposal to Stanford and is looking into work-study programs through Rocky and UM.
  - Our volunteer application was sent to Nikki by the City Attorney after it was reviewed and is still at the City office. Gail suggested that Alissa email the City Attorney to let her know that the application is MMIA approved and that we have potential volunteers waiting.

*At 2:30PM, Began phone call with attorney Mike Meloy. Gayle moved to go into Executive Session, Jean 2<sup>nd</sup>. All in favor.*

*At 3:30PM, Mary moved to go out of Executive Session and resume the regular meeting, Mariah 2<sup>nd</sup>. All in favor.*

The Board discussed the need to craft letters to the City concerning MCA 22-1-310 and the proposed MOU. Mike Meloy advised the Board on composing such letters and the need to send the letters promptly. He agreed to write the letters.

**Communications:**

**Friends of the Library: (Arlene)**

The FOL will have their monthly meeting on Wednesday, January 26<sup>th</sup> at 1:00PM.

**City Commission: (Gayle)**

Gayle waived her report.

**Discussion with the Public:** None.

**Continuing Business:**

- Gayle moved to close the Library in observance of Presidents Day from 3:00-6:00PM on Friday, February 18, 2022, and from 9:00AM-2:00PM on Saturday, February 19, 2022. Cathy 2<sup>nd</sup>. All in favor. Other holiday closures will be discussed at a later date.
- A report on cost-savings will be discussed at a later meeting.

- The Board discussed a retreat and decided not to have one in February.
- As lawyers, the MOU, Board authorities and related correspondence, and the Winter Celebration were discussed earlier in the meeting, they were not revisited here.

**New Business:**

- The next Special Meeting/Work Session will be held on February 3, 2022 at 1:30. The Board will discuss what they would like to have in an ideal MOU.
- A tour for the Commission of the Library will be discussed at a later date.

**Trustee Minute:** There was no discussion from trustees.

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

**NEXT REGULAR BOARD MEETING: Thursday, February 17, 2021 at 1:30 p.m. in the Upstairs Meeting Room. Respectively Submitted: Brittney Uecker, Librarian.**