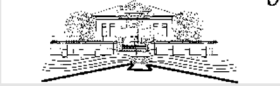


Minutes of the Workshop Meeting Lewistown Public Library	
	
Lewistown Public Library Board of Trustees	Thursday 11/18/2021 1:30 pm – 3:25 p.m. Lewistown Public Library

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: Mary Frieze, Cathy Moser, Jean Collins, Mariah Shammel. Director: Alissa Wolenetz. Library Staff: Brittney Uecker. City Manager: Holly Phelps. City Attorney: Theresa Diekhans. Excused: Arlene Mari, Gayle Doney.

Appoint Recorder of Minutes: Brittney Uecker

Reading of the Mission Statement: Alissa.

Revisions to the Agenda: Move discussion of MOU Revisions before Disposition of Minutes.

Comments for the Good of the Library:

- Mary commented that the Library Happenings in the News-Argus are great to see.
- There has been lots of interest in the Caroline Patterson and Mark Gibbons programs coming up with Humanities Montana.

MOU Revisions (Holly and Theresa):

- The current MOU between the City and the Library is in place until June 2022. The City is proposing the following amendments with the purpose of defining the roles of both parties by building on existing language within the current document:
 - The title of the document will be a Service Contract.
 - Director will be supervised by the City and the Board. Director will supervise Library staff. Hiring will be made by the City and confirmed by the Board.
 - Obligations of the Board include operations, building maintenance, budget, and holding open meetings. The Board holds authority over these tasks, as well as materials selection and negotiation of contracts and agreements.
 - The term of the MOU will be increased to three years.
 - The Library and Board will retain budgetary authority.
 - The City will continue to fund personnel costs (wages and benefits) up to 5.5 FTE and provide insurance for the Library.

- The City stated that these changes are being proposed to cover a potential hole in liability to provide insurance if a lawsuit were to be filed against the Director. The City is currently waiting on guidance from MACo and MMIA on the management of libraries. This letter of guidance will be provided to the Board when it is received.
- Theresa (in the role of City Attorney) has been involved in drafting and reviewing these proposed amendments.
- According to the City, Fergus County has no intentions to change its agreements with the Library and is thus not a party to the MOU.
- The Board will review the proposed amendments and the MACo/MMIA guidance and will set a date at the December meeting to meet in January to counter.
- The City Attorney and City Manager left after presenting their proposed revisions to the MOU.

Disposition of Minutes:

- Mariah moved to approve the October 22 regular meeting minutes, Jean 2nd. All in favor.

Financial Reports:

- CMF does not have a statement for October yet, so that is not included in this month's board packet.
- Jean moved to approve October claims, Mariah 2nd. All in favor.

Discussion with the Public:

- The Montana State Library (MSL) has had a push from MMIA for more Board training instead of ceding control to city governments.
- Having the Director under the control of the City compromises the independence of the Library.
- If the proposed changes were to be made:
 - The MOU would conflict with the Board bylaws.
 - The Library would no longer be in compliance with Public Library Standards with the state. The Library needs state support in order to operate, especially being a part of the Montana Shared Catalog.
 - The MOU would directly defy Montana Code Annotated in reference to Board appointment of the chief librarian (director), and director hiring staff, as well as the City Charter.
- No Library documents were referenced in the proposed amendments.
- The term "the City" is not defined within the proposed amendments.
- Fergus County would lose influence in Library operations.
- The MOU currently in place states that any cost-savings related to the Library's 5.5 FTEs that are not spent shall be set aside for Library use. There is no provision for this within the proposed MOU and there has been no record of this cost-savings provided to the Library.

- The Library has a draft letter of support from Jennie Stapp at the State Library referencing the conflict that the proposed amendments would have with State law and Public Library Standards. The Board will review this letter and provide an approved version to the City in addition to a copy of the Board Bylaws. The Board will request a report on cost-savings, as well as confer with the Union as to how the Collective Bargaining Agreement interacts with State law.
- This juncture could be used as an opportunity to define the Board's role in accordance with state law through two separate documents:
 - MOU that defines finances, i.e. personnel costs covered by the City (keep as is)
 - Additional document that defines the authority and roles of each entity that includes State law and precedent.

Director's Report:

- Building updates:
 - Windows are finished and paid out.
 - We've received an extension on making changes suggested in the Fire Inspection. Central Electric is working on a quote for the smoke detector and exit sign system.
 - Three staff members will attend CPR/First Aid training on 12/1. All staff will attend Youth Mental Health First Aid training in January.
 - NorthWestern Energy inspected our lights and may be able to replace them with energy-efficient versions with costs offset through rebates and energy savings.
- Programming:
 - Brittney resumed Teen Writers at the beginning of the month and has had great attendance.
 - Brittney attended a 2-day STEM training workshop and received STEM items that will be used for future youth programs.
 - Alissa has scheduled with Extension space-themed programs for two Mondays in January.
 - Caroline Patterson and Mark Gibbons will host programs through Hometown Humanities this month. Mary Jane Bradbury is interested in hosting programming once in-person resumes.
 - Lewistown Arts Center hosted a pop-up library during HarvestFest. Alissa checked out books and signed people up for cards.
 - The Library has received a \$5000 donation designated specifically for senior outreach. Alissa will work on figuring out how to spend these funds.
- Internships and volunteers
 - An application has been submitted for the Stanford Bill Lane Center for the American West Internship and we should hear back by the end of November.
- CMF Endowments
 - Carrie Mantooh is putting together a presentation for the Board that summarizes how the endowments are structured and could come to the January or February meeting.
- Statistics for October:
 - Most numbers are up and we have a lot of new patrons.

- There will be no MMP statistics until 2022 due to the website shift.

Communications:

Friends of the Library: (Mary)

- Santa's Sale will take place December 4 at the Judith Mountain Players theatre.
- Book Sales are going well and averaging around \$900 per sale. There is \$22,190 in the FOL account as of the October meeting.
- Next FOL meeting is changed from November 24 to December 1 at 1PM.

Continuing Business:

- Sue Standley has been hired as a permanent part-time Librarian Assistant. She will come to the next meeting to meet the Board.
- Misty suggested having a Christmas party for the staff, Board, FOL, and county librarians.
- Alissa has been working with the Winifred Library to supplement their collections through borrowing a monthly box of books or utilizing Book Station donations. They are also interested in joining us for joint trainings and Board meetings.

New Business:

- Discussion of transferring CMF funds to Lewistown Public Library City-County Account. Cathy Moser proposed moving \$10,000 from the endowment into this account. Jean 2nd. All in favor. Mary will sign the paperwork.

(3:25 PM Jean moved to adjourn, Cathy 2nd. All in favor. Meeting adjourned.)

NEXT REGULAR BOARD MEETING: Thursday, December 16, 2021 at 1:30 p.m. in the Upstairs Meeting Room. Respectively Submitted: Brittney Uecker, Librarian. Edits: Alissa Wolenetz, Library Director.