



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.”

1:35 PM Call to order -- roll call – Special meeting of the Library Board of Trustees was called to order by Mary Frieze. Members present: Mary Frieze, Cathy Moser, Jean Collins, Mariah Shammel, Gayle Doney, Arlene Mari. Director: Alissa Wolenetz.

Appoint Recorder of Minutes: Alissa Wolenetz.

Revisions to the Agenda: Moved new employee introduction and approval to end of meeting.

Review 2021 Proposed MOU as compared to 2019 MOU:

- At 1:45 Gayle moved to begin executive session. Jean seconded the motion. All in favor.
- At 2:29 Gayle moved to leave executive session. Jean seconded the motion. All in favor.

Discussion on Holiday Hours:

- The Board discussed the City Manager and Clerk’s earlier comments on holiday hours at the Library with the Director.
- Gayle moved to approve the Director’s request to close the Library on the 24th and 31st of December. Jean seconded the motion.
- Gayle stated that she would like written guidance from the City Manager on holiday hours in the future.
- Mariah suggested trainings on grievance procedures for Library Staff, the Board, and the Director to avoid such issues in the future.

Selection of Documents to Research

- Mary has cross-referenced documents referred to in the MOU. She assigned each section of the proposed MOU a number and included those numbers on other governing documents (i.e. the CBA, Board Bylaws, the MCA, City Policy, City Procedures, the Director’s Job Description, and the City Charter and local ordinances) so that Board members can more easily understand how proposed changes to the MOU relate to existing documents.

- Each Board member chose a governing document to study. Cathy chose the CBA. Mariah chose the Board Bylaws and Director's Job Description. Arlene chose the MCA. Gayle chose the City Charter, City Code, and local ordinance. Jean chose City Policy. Mary chose Personnel Procedures.
- Board members will study their chosen documents prior to the next Special Meeting of the Board.

Discussion of New Hire

- The Board discussed the job description for the new hire, the qualifications of the Director's chosen applicant, and whether the Board should approve the hire.
- Jean moved to approve the hire. Gayle seconded the motion.

Date of Next Special Meeting

- The Board determined that all members would be available January 12th to 14th. Mary Frieze will notify the Board of the meeting specifics at a later date.

Introduction of New Employee

- Alissa introduced the Board to Sue Standley, the Library's new employee.

(3:25 PM Mariah moved to adjourn the meeting. Gayle seconded the motion. All in favor. Meeting adjourned.)

Respectively Submitted: Alissa Wolenetz, Library Director.