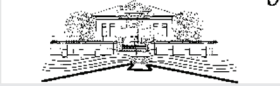


<b>Minutes of the Regular Meeting</b> <b>Lewistown Public Library</b>	
	
Lewistown Public Library Board of Trustees	Thursday 8/25/22 1:32 pm – 3:25 p.m. Lewistown Public Library

### **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.”**

**1:32 PM Call to order -- roll call** – Regular meeting of the Library Board of Trustees was called to order by Mariah Shammel. Members present: Mary Frieze, Cathy Moser, Mariah Shammel, Arlene Mari, Gayle Doney. Director: Alissa Wolenetz.

**Appoint Recorder of Minutes:** Alissa.

**Reading of the Mission Statement:** Cathy.

**Revisions to the Agenda:** Alissa requested that an extension of Patty Turk’s hours to September 17<sup>th</sup> be added to the agenda.

**Comments for the Good of the Library:** None

### **Disposition of Minutes:**

- Gayle moved to approve the minutes. Cathy 2<sup>nd</sup>. All in favor.
- The Board discussed the possibility of sending out minutes earlier. Instead of sending them separately from the packet, Alissa will work on 1) sending out the packets a week earlier, and 2) revising the financial statements so they follow calendar months and transactions are listed only by category.

### **Financial Reports:**

- Cathy had several questions about claims. Alissa will look into a \$40 background check charge, as these are usually \$20. Alissa explained what processing supplies are.
- Gayle moved to approve claims. Mary 2<sup>nd</sup>. All in favor.

### **Director’s Report:**

- See attached.

- Cathy suggested notifying the News Argus about the Imagination Library rollout. Gayle and Arlene volunteered to help with the morning shift. Alissa will ask Jean if she would like to help with the afternoon shift.
- Cathy volunteered to help Alissa send out invitations before the MSL library law workshop in September.
- Alissa and the Board discussed the college degree requirements for Library Assistant II and III positions and the possibility of including an equivalent experience as a suitable alternative, given the current job market and how difficult it is to hire. Alissa will look into this possibility and contact City HR and the Union to learn more.
- The Board discussed final budget approval. Alissa will attend the City Commission meeting next Monday (August 29).

### **Communications:**

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

- The August 5-6 sale brought in \$813.75.
- The Cowboy Poetry sale (August 12) brought in \$399.00.
- Arlene noted that the FOL recently received a \$100 donation from Barbara Skaggs in honor of Nancy Sackett's dedication to the Library and our patrons.

#### **City Commission: (Gayle)**

- The City Commission is working on the budget for FY 23. Other topics include urban deer and recreational marijuana sales and tax revenues.

#### **Building Committee: (Cathy)**

- See attached.
- Gayle suggested that because the Library is a City Building, the Building Committee and Director should talk to the City Manager about looking into insurance for the original contractor and putting out bids for repairs.
- The Board discussed the current issues with the EIFS exterior, the repair process, and the timeframe for repair. Repairs will most likely take place next summer when the weather is suitable for EIFS application.
- In the next two weeks, Alissa will contact the City Manager to discuss the bid process and arrange a meeting with the Building Committee and City Manager to look into insurance.

### **Discussion with Public**

- None.

### **Continuing Business:**

- *Amendments to the budget (Action)*

- Alissa reviewed her proposed budget amendments. She also noted that the City would be adjusting the personnel costs after calculating those for next year.
- Gayle moved to approve amendments to the budget as outlined in the Director's Report. Cathy 2<sup>nd</sup>. All in favor.
- *Review and comment on annual plans for programming and Board meetings*
  - Alissa gave an overview of the annual plan. She asked the Board to comment on the Google Doc if they have concerns or suggestions. She also explained that the Library's programming this year includes federally recognized heritage months. Members of the Board were generally pleased with the idea of an annual plan. Suggestions included moving the Author Dinner to May and posting the annual plan on the Library's website.
- *Review of proposed changes to hotspot checkout policy*
  - Alissa explained that since the hotspot program has been extended again, until June 2023, staff have been looking at ways to update the policy to make it more user- and librarian-friendly. She explained that the original intent of the policy was to serve as many people as possible when Covid hit, but that use has somewhat changed over time. The Library has a limited number of hotspots, and she wanted the Board's input on whether they wanted to 1) circulate hotspots like other materials (renewals, holds, no limits on checkouts) or 2) limit individual hotspot use to focus on serving as many people in the community as possible.
  - Gayle recommended that the Library focus on the broadest possible use, given the limited number of hotspots in the collection.
  - Alissa and the Board discussed several options to accomplish this, including not allowing renewals, requiring a 24-hour period between checkouts, setting up a hold system with a 2-day pickup window, and advertising the program more widely.
  - Alissa also explained that hotspots can be remotely disabled if overdue and that overdue fees are higher than normal and continuing during the current freeze on overdue fines for books and DVDs.
  - The Board was interested in learning more about the Library's fine system, and especially in a calculation of the current cost for all lost items. Alissa will look into this.
- *Hiring update (if available)*
  - Alissa updated the Board about the hiring process. She has discussed it with the City Office and hopes to begin advertising flexible hours with the possibility of advancement next week. The City Manager is confirming the number of city-funded hours available to the Library under the current MOU.
- *Extension of Patty Turk's hours to September 17<sup>th</sup>*
  - Alissa explained that she had discussed this extension with the City Manager and with Patty. This extension will help fill the Library's staffing until the Assistant I position is filled.
  - Cathy moved to approve the extension. Gayle 2<sup>nd</sup>. All in favor.

### **New Business:**

- *Approve August 2022-August 2023 closures (Action)*

- The Board discussed the annual closures (see attached for full list). Alissa explained that she included Juneteenth on the list in case the City or State adopt it as a holiday, but that it is not a City-recognized holiday at this time.
- Gayle moved to approve all closures for City-approved holidays. Mary 2<sup>nd</sup>. All in Favor.
- Alissa will post closures on the website and in the newspaper.
- *Chokecherry building closure (Action)*
  - Alissa wasn't sure if this had been addressed in a previous meeting, so she also requested that the Board approve the building closure for Chokecherry, to prevent plumbing issues due to extraordinary use of the restrooms. The Library will provide service during its normal hours on the patio, and staff members will have the option to assist with the DPIL rollout or take vacation.
  - Gayle moved to close the building for Chokecherry, Cathy 2<sup>nd</sup>. All in favor.
- *Upcoming South Central Library Federation meeting*
  - Alissa explained that library federations are funded through coal severance taxes. The South Central Federation currently distributes some of these funds each year in direct aid to libraries within the federation, and uses the remainder to purchase and ship book kits. At Federation meetings, trustees decide how funds should be used.
  - This year's meeting is at Red Lodge. Board members can attend in-person, with travel reimbursements from the Library, or virtually. There is also an option to delegate the LPL trustee's vote to Alissa.
  - Because Board members were already committed to help with the DPIL rollout or other events during Chokecherry, Gayle moved to delegate the LPL vote to Alissa. Mary 2<sup>nd</sup>. All in favor.
- *Book Challenges Q&A Event*
  - The Board discussed the upcoming Library Banned Books Week Event. Alissa wanted input on the venue.
  - The Board discussed the merits of hosting the event at St. James vs. the Library. Gayle noted that having the event offsite was a good way to distinguish this as an educational outreach event, as opposed to a formal review of the Board's policies (i.e. this will be an event to explain policies, not an avenue to change them).
  - There was interest from Board members in making this "Banned Books Week Q&A" an annual event that would rotate through different churches and other venues in the community.
  - Alissa also noted that she was working on a follow-up "Banned Books Trivia" event in November.
  - Several members of the Board had received emails from John Knight, the new Humanities Montana Programs Manager, about meeting up before or after the event. Alissa explained that John is looking for community input on Humanities programming for the rest of the year.

### **Trustee Minute:**

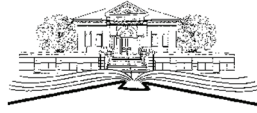
- Mary congratulated Alissa on coming up on one year as Director.

- The Board shared the books they are currently enjoying. They are also looking forward to the upcoming PTO carnival.
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*(3:15PM Gayle moved to adjourn, Mary 2<sup>nd</sup>. All in favor. Meeting adjourned.)*

**NEXT REGULAR BOARD MEETING: Thursday, September 15, 2022 at 1:30PM.  
Respectively Submitted: Alissa Wolenetz, Director.**

# Lewistown Public Library



## Director's Report

July 21, 2022

**Building updates** | The Building Committee met to address the EIFS issue and is looking at next steps, including a professional consultation.

### Programming

*Summer Reading Program* | Our "Oceans of Possibilities" SRP has wrapped up. We had 232 youth signups and 96 adult signups, for a combined total of 328 registered participants.

#### Youth

- *Imagination Library* | We have met our fundraising goal for this project. This is our current donor list: CMF, \$5,000; Jaycees, tips from the beer gardens, as well as up to \$1,500 in matching funds; Fergus County Prevention, \$1,871; FFCU, \$629; Kiwanis, \$500; and FOL, \$2,500 to form the permanent basis of an endowment at CMF. Members of the FOL have been busy completing paperwork for this project and for the CMF endowment. We will launch registrations on the Library patio on September 10<sup>th</sup> at Chokecherry. Please let me or Sue know if you would like to help with that rollout.
- *STEM Camp* | Brittney is preparing for the STEM camp (August 10-12). We maxed out registrations the day signups opened.
- *The Democracy Project* | This is a Humanities Montana initiative. Youth participants design civics-based projects for their communities. We hope to start this fall.

#### Adult

- *Discussion groups* | All three of our book clubs are doing well. The WWII club is reading *The Boy in the Striped Pajamas*; the SF/Fantasy club just finished *1984* and is now reading *Annihilation*; and the "Welcome to Lewistown" club is reading *The Guernsey Literary and Potato Peel Society*.

### Training

*MLA/PNLA/MPLA Tri-Conference* | This year's conference will be held August 4<sup>th</sup>-6<sup>th</sup> (Thursday – Saturday) in Missoula. Brittney, Misty, and I will attend. Patty Turk, Sue Standley, and Nancy Sackett will work full-time during those days to keep the Library open.

*MSL Training for Local Government Officials and Library Board Trustees* | The MSL will be here on September 22<sup>nd</sup> to put on a training for local governments and library boards from across Central Montana about finances, roles, and state laws.

### Other

- We are looking for new cleaning staff.
- *Update from Monday's Commission meeting (Library's Annual Report).*
- I will be gone August 10<sup>th</sup>-17<sup>th</sup> on vacation.

Included with 8.25.22 minutes.

## LPL Building Committee Report for August 25, 2022, board meeting

The building committee (Cathy Moser, Arlene Mari, Alissa Wolenetz, Tony Gies, Mary Frieze, Patty Turk, Jeff Shelden, Jim Hamling) met with Total Wall representative Chris Lewis on July 26. Lewis examined the exterior of the building with the group and explained the application process and explained why the plaster in some areas was failing. According to Lewis, the plaster was not properly applied in several places and that is why it is failing. Repairs also needed to protect the plaster exterior include proper flashing, caulking, and removing dirt three inches from where walls meet the lawn and flower/rock gardens.

Lewis did not think a completely new application was necessary and called the repair work that is needed “an easy fix.” Lewis stressed that the group needed to secure a contractor certified in Total Wall application.

Lewis suggested contacting Tony Tecca’s insurance company to see if the library could get some compensation. Patty Turk volunteered to work on this aspect with the city.

On July 27, I emailed building committee members asking if anyone was not in favor of moving forward with the repair work. Nobody responded.

On August 1, I called Chris Lewis and told him the committee wanted to move forward with repair work using Total Wall product. Lewis said that he would relay his assessment of the repair work needed to Randy Donovan who would write the specs for the Invitation to Bid.

On August 16, Lewis called me and asked for more pictures of the library exterior. I emailed pictures to him on Thursday, Aug. 18.

On Aug. 23, Randy Donovan called me about writing the specs for the Invitation to Bid. He asked me questions about the repair work that I could not answer. Randy said he would contact Chris.

On Aug 24, I followed up with Patty about working with the city and Tony Tecca’s insurance company. At this point, she’s stalled because she’s unable to get the former attorney’s phone number.

Submitted by Cathy Moser