



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.”

12:30 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:

- Gayle moved to moved Personnel Action to top of agenda, Jean 2nd. All in favor.
- Gayle moved to move second hearing on changes to bylaws for public comment period and virtual attendance to after Approval of Claims, Jean 2nd. All in favor.

At 12:40 PM, the meeting went into closed session to discuss personnel action. Regular meeting was resumed at 12:45 PM.

Comments for the Good of the Library

- Mary thanked the Board for their hard work and patience with MOU negotiations.
- Gayle attended an MSU summit for elected municipal officials. There, MMIA expressed that they were in favor of the Library working with the City to come to an agreement on the MOU.

Disposition of Minutes:

- Mariah moved to approve the April 21, 2022 regular meeting minutes, Jean 2nd. All in favor.

Financial Reports:

- 75% of the budget for personnel costs have been spent for this fiscal year.

- The Library received a \$500 grant from Humanities Montana for purchase of youth book kits and a \$1000 grant from Town Pump for the Summer Reading Program.
- The Central Montana Foundation gave the Library a \$5000 grant to fund the Library's participation in the Dolly Parton Imagination Library. These funds will stay at CMF and go through the Friends of the Library and directly to the Dolly Parton Foundation. We asked for a full funding for one year of the program at a total of \$10,000. The remainder will be funded through donations. FOL has set up a permanent endowment at CMF for donations.
- We received a donation from Clint Loomis for the youth department.
- Cathy moved to approve April claims, Jean 2nd. All in favor.

Second Hearing on Changes to Bylaws

- Gayle moved to amend the Board bylaws to include meeting rules as outlined for City Commission meetings to limit public comment to three minutes per person and add that the Chair retains the authority to redirect the meeting as needed, Jean 2nd. All in favor.
- Gayle moved to amend the Board bylaws to provide an option for digital attendance (via Zoom or conference call, with relevant link and phone number on the agenda) for public or trustees for all Board meetings with at least 48 hours' notice, Mariah 2nd. All in favor.

Director's Report:

- Building updates:
 - A pressure valve will be replaced on the boiler over the summer while the heat is shut off.
- Youth Programming:
 - Sue, Arlene, and Alissa presented at CMF's annual banquet to request grant funds for the Imagination Library. We requested \$10,000 and received \$5000.
 - Brittney received a \$500 grant from Humanities Montana for youth book kits.
 - We are working with the Boys and Girls Club to schedule regular summer Library visits.
- Adult Programming:
 - The next Welcome to Lewistown Book Club meeting will be June 28. We are considering several spinoffs including sci-fi/fantasy, WWII, language learning, and international travel.
 - Nancy and Alissa are working with the Council on Aging to distribute books to Meals on Wheels participants and bring Humanities Montana programming into senior outreach locations.
 - Alissa is working to certify Humanities Montana programming as continuing education credit for teachers.
- Training:
 - Alissa attended the Montana Public Library Directors' Institute in Great Falls and met other directors for training and to collaborate on statewide projects. MSL and MMIA expressed interest in holding sexual harassment and library law trainings for City employees.

- This year's MLA/PNLA/MPLA tri-conference is in Missoula August 4-6. Depending on whether seasonals will be able to work, we may close the Library or limit attendance.
- Staff performance evaluations will be done over the next two weeks.
- MSL/MMIA recently clarified that agreements are only necessary for liability and workers' comp coverage and that cities can elect to continue employee benefits for Library staff without having agreements with boards about personnel management. Thus, the only issue we need to address is the current grievance process. We can elect to purchase separate liability and workers' comp insurance at a cost of approximately \$3000/year and still stay with MMIA for employee benefits.
- Other:
 - We are still working to categorize users correctly as either city or county. MSL is not looking as this issue statewide.
 - Alissa received a letter from the probate for Ted Hoagland's estate asking for a letter from the Board chair to allow for the distribution of his remaining assets to go to the Library after his debts are settled and the value of his property goes to his child. Gayle moved to have Mary write and sign this letter after it is run by Craig Buehler, Jean 2nd. All in favor.

Communications:

Friends of the Library: (Arlene)

- FOL will buy a changeable banner to advertise special events speakers on Main Street. They will look at options from Eastman's and Ballyhoo.
- Rose Koffler donated \$2000 for the restroom update.
- The Liz and Clint Loomis memorial fund donated \$500.
- The May Book Sale brought in \$863.
- Cathy will try to contact members of the Building Committee before the next FOL meeting.
- FOL provided refreshments for the Elizabeth Barrs program.

City Commission: (Gayle)

- The Commission will try to hold a town hall listening session from 5-7PM on June 21 at the Council on Aging.

Discussion with Public

- None.

Continuing Business:

- Continued discussion of MOU in consideration of legal language provided by MMIA and April 29 negotiation meeting with the City.

- Jean moved to create a subcommittee consisting of Gayle, Mariah, and Alissa to continue MOU negotiations from this point with the City, Cathy 2nd. All in favor. A tentative meeting is scheduled for Friday, June 3.
- Alissa wants to add language stating that the City funds 5.5 FTEs, with funding for seasonal employees coming from vacancy savings and endowments.
- To meet the MMIA deadline of June 24, an MOU would need to be approved by the Board and passed at the City Commission meeting on June 20. The Board would like to come to an agreement with the City on the MOU by then.
- Alissa will schedule a Board work session via email.

New Business:

- Budget preparation
 - Alissa would like to add a dedicated fund for programming of \$1000 from the endowments to cover food, speaker honorariums, etc.
 - Jean moved to approve funds for a statewide courier system through the MSL at a cost of \$1500/year from the endowments, Gayle 2nd. All in favor.
 - Gayle moved to approve the transfer of \$5000 from the 2706 account to the 4001, which the City will match, Jean 2nd. All in favor.
 - Alissa has requested an increase in funds from the County but has not yet been approved. Any discrepancy in funds will be made up from the endowments.
 - Alissa would like to add a line item for revenues for donor-advised purchases so that these funds can be channeled through the City to be used quickly.

Trustee Minute:

- Board shared what they are currently enjoying reading.

(3:00 PM *Gayle moved to adjourn, Cathy 2nd. All in favor. Meeting adjourned.*)

**NEXT REGULAR BOARD MEETING: Thursday, June 16, 2022 at 1:30PM.
Respectively Submitted: Brittney Uecker, Librarian.**