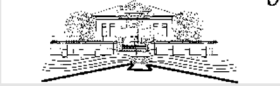


Minutes of the Regular Meeting Lewistown Public Library 	
Lewistown Public Library Board of Trustees	Thursday 2/17/2022 1:30 pm – 4:00 p.m. Lewistown Public Library

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, Arlene Mari, Gayle Doney. Director: Alissa Wolenetz. Library Staff: Brittney Uecker.

Appoint Recorder of Minutes: Brittney Uecker

Reading of the Mission Statement: Cathy.

Revisions to the Agenda:

- Presentations by Charisse Jennings and KellyAnne Terry moved to top of agenda.

Discussion with past director, KellyAnne Terry

- KellyAnne presented a brief explanation of how Library funds held at the Central Montana Foundation work:
 - There are three Library funds held at CMF: the Book Fund (to be used for materials purchases), the Endowment (usable for however the Library sees fit), and the Mueller Fund (to be used for anything historic or collection-adjacent, but not on building maintenance or capital improvements).
- The Library must have approval from the CMF board when withdrawing large amounts from any of these accounts. CMF then provides these funds to the Library, who write a check directly to the applicable vendor, such that these funds do not go through the City.
- The Dowler fund, which is held at the City, is donor-specified to be used only for capital expenses and building maintenance.

Presentation by Charisse Jennings of Family Connections

- Family Connections has received a grant to improve emergency preparedness and is setting up the Gardening Program, which would train licensed childcare providers to be able to provide up to 72 hours of emergency care for relief workers. They are asking that

the Library consider being a backup site for popup childcare in the case of a local emergency. The program would store some materials on site and the Library would sign a non-binding letter of coordination to work with the program.

- Alissa will send a copy of informational materials to the Board and will revisit this issue at a later Board meeting.

Comments for the Good of the Library:

- Jean commented that there is discussion in the community about the possibility of book bans, considering issues concerning this around the state.

Disposition of Minutes:

- Jean moved to approve the January 20, 2022 regular meeting minutes, Gayle 2nd. All in favor.
- Gayle moved to approve the January 20, 2022 executive session minutes, Jean 2nd. 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 approve the November 18, 2021 regular meeting minutes as corrected, Mariah 2nd. All in favor.

Financial Reports:

- Library is over the appropriated amount for gas costs (344) for the Dowler account. This has been anticipated, as gas costs are increasing.
- In the revenue budget, \$250,000 was the amount budgeted from the general fund for Library operations, and the current appropriation for personnel costs is \$279,000. Because the current MOU states that the City will pay all personnel costs, they will adjusted for this discrepancy.
- The annual renewal for Polk directories will be paid at a cost of \$325.
- Jean moved to approve January claims, Gayle 2nd. All in favor.

Director's Report:

- Building updates: City Maintenance came to look at the lights and will replace several soon.
- Programming:
 - Youth Book Club will meet on February 22nd at 4PM.
 - Talbot Morris-Downing will present a robotics Q&A session via Zoom on March 8th.
 - The Library hosted space-themed programming with Extension at the Boys & Girls club.

- The first scholarship workshop had no attendees, but the Library plans to host another workshop in March.
- Staff will attend Youth Mental Health First Aid Training on Monday, March 7 from 8AM-5PM at HRDC.
- The Library received a \$1000 programming grant from Penguin Random House to be used for a STEM camp program this summer. Brittney also applied for a \$500 grant from the Central Montana Jaycees for the Summer Reading Program.
- Humanities Montana hopes to return to in-person programming in March-April.
 - Chris La Tray will present in-person on March 24th.
 - Lailani Upham will present either in-person or virtually on April 7th.
 - John Adams with MT Free Press is interested in an April or May event.
- Welcome to Lewistown Book Club will meet on February 22 at 6PM. There has been a lot of interest in this program.
- L-TEC will meet in March to decide on a mission statement and participate in a needs survey with Extension.
- Council on Aging will distribute an interest form to residents that would like to receive books through the Meals on Wheels program.
- A member of the community informed the Director that they have added the Library on a certificate of deposit at the First Bank of MT. That certificate will be transferred to the Library's name after the community member's passing.

Communications:

Friends of the Library: (Arlene)

- The February Book Sale brought in a record of \$1057.
- The FOL would like to fund renovation of the downstairs bathrooms or create a staff breakroom. Alissa sees this as a project a few years down the road.
- There has been an issue of book re-sellers at Book Sales. Though the FOL cannot legally restrict individuals from accessing sales, they are looking into potentially limiting the volume of books one individual can buy or offering a separate sale for book-sellers after the community sale. Arlene will look into whether other FOLs are having this issue.

City Commission: (Gayle)

- At a meeting prior to the last City Commission meeting, the City Attorney asked Gayle to step down as a City Commissioner due to a potential conflict of interest as a representative of both the Commission and the Library. Gayle declined to step down (as allowed by the City Charter and Board bylaws) but stated she would step back from voting as a Trustee if a conflict of interest does arise.
- MMIA will be at the March 7, 2022 Committee of the Whole meeting for the City Commission to present their decision about whether MMIA will continue to provide insurance for libraries. The City has stated that they will release documented correspondence between the City and Library to commissioners and

the public related to this. Gayle asked that they hold these documents until after the March 7 meeting.

Discussion with the Public:

- None.

Continuing Business:

- Legal counsel through attorney Mike Meloy has thus far been pro bono, but he will need to be compensated moving forward. Tracy Cook from the MSL has confirmed that donor funds from the Endowments can be used for this purpose because it is in the best interest of the Library.
 - Gayle moved to engage legal counsel, Jean 2nd. All in favor.
- Alissa received a self-evaluation form from the Board that she will fill out and will be discussed at the next Board meeting.
- Mary presented an MOU draft from the ideas discussed at the last special meeting.
 - Board will wait until after the MMIA decision is presented at the March 7 City Commission meeting to rewrite the draft.
 - Mary will book a time with Mike to determine the next work session date.
- Gayle moved to approve that Staff scheduling is up to the discretion of the Director, Jean 2nd. All in favor.

New Business:

- Alissa presented a proposal for forming a multijurisdictional service district for the Library as a viable alternative if MMIA is to drop liability insurance.
 - This would establish the Library as a separate legal entity that would retain set annual City and County funding, provide administrative savings for the City, and eliminate the City's liability concern. This would not impose extra taxes on City/County residents.
 - Ownership of the Library building/property would be transferred to the district.
 - District would provide insurance and payroll services (through a contractor).
 - This would require a \$23,000 per year contribution from the Endowments for ten years and give the residents of the district the option of a mill levy.
 - Board will look over the proposal and discuss at a later Board meeting.

Trustee Minute:

- None.

(4:00 PM Gayle moved to adjourn, Jean 2nd. All in favor. Meeting adjourned.)

NEXT REGULAR BOARD MEETING: March 16 or 17, 2022 - To be determined according to scheduling with Mike Meloy. Respectively Submitted: Brittney Uecker, Librarian.