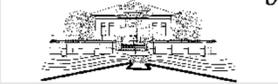


<b>Minutes of the Regular Meeting</b> <b>Lewistown Public Library</b>	
	
<b>Lewistown Public Library</b> <b>Board of Trustees</b>	<b>Thursday 6/16/2022</b> <b>1:30 pm – 3:00 p.m.</b> <b>Lewistown Public Library</b>

### **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:**

- Introduction of new seasonal employees was moved to the top of the agenda. Patty Turk and Jane Britton were introduced to the Board.

### **Comments for the Good of the Library**

- Cathy was impressed with how well Misty handled the diversity of requests from patrons at the front desk.

### **Disposition of Minutes:**

- Gayle moved to approve the May 26, 2022 regular meeting minutes, Jean 2<sup>nd</sup>. All in favor.

### **Financial Reports:**

- As the Library finishes out ordering for the end of the fiscal year, we will use leftover funds to make some much needed big-ticket purchases to spend out those funds. Those will appear in the claims next month.
- Cathy moved to approve May claims, Gayle 2<sup>nd</sup>. All in favor.

### **Director’s Report:**

- Building updates:
  - Building Committee will meet on Monday, June 27 to discuss the EIFS issue.
- Summer Reading Program:
  - We have had 219 youth signups and 86 adult signups for the “Oceans of Possibilities” Summer Reading Program. Our Middles (ages 6-12) programs have seen 60-80 participants per week and last Thursday’s Humanities Montana event had 43 attendants.
- Youth Programming:
  - We would like to raise \$10,500 before starting the Dolly Parton Imagination Library program. So far we’ve received \$5000 from CMF and \$629 from FFCU. The Jaycees will donate tips from the Beer Gardens at the Fair and match up to \$1500. We hope to hold a rollout event during Chokecherry Festival.
  - Brittney will host a STEM camp on August 10-12.
  - We have a \$500 grant from Jaycees for the Summer Reading Program coming in by the end of the fiscal year.
- Adult Programming:
  - Because of increased interest, we are now hosting three monthly book clubs:
    - Sue will host a WWII Club on the first Tuesday of the month. We may do an intergenerational crossover event with teen book club.
    - Alissa will host a Sci-Fi/Fantasy Club on the second Tuesday of the month.
    - Nancy will continue to host the Welcome to Lewistown Club on the 4<sup>th</sup> Tuesday of the month.
  - We’ve been recording podcast interviews with some of our Humanities Montana speakers and have also posted staff playlists of ocean-themed music for Summer Reading.
  - Dave Caserio will host a “Writing Montana” walking humanities event at 10AM on June 24 at the Frog Ponds.
- Training:
  - Brittney, Misty, and Alissa will attend the MLA/PNLA/MPLA Tri-Conference in Missoula on August 4-6. Patty, Sue, and Nancy will work full-time on those days to keep the Library open. Patty’s last day will be August 31 and Jane’s last day will be July 31.

## **Communications:**

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

- The June Book Sale brought in \$649.
- The FOL will assist with the Building Committee in evaluating the EIFS issue.
- The Book Station acquired a set of valuable books. FOL is researching their value to be able to appropriately charge for them.
- The Library and FOL have received requests to let visitors shop at the Book Station outside of regular Book Sale hours. They prefer not to do this.

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

- The City is busy working on budgets. The next step is to speak with Department Heads.
- There will be a community development presentation with a representative from MSU-Extension on Tuesday, June 21 from 5-7PM. This will be an informational meeting about newcomers in the community.
- Holly shared the yearly vacancy savings report and will work with Alissa on how to hold those funds.
- Patty is helping out part-time at the City office while they are short-staffed.

### **Discussion with Public**

- None.
- There was a discussion at the last Department Head meeting about the Commission or Board's authority to cut off public comment on matters having to do with personnel, as staff matters are not open to public discussion. If a member of the public engages in this behavior, they can be escorted out by law enforcement.

### **Continuing Business:**

- Negotiations between the Negotiating Committee (Alissa, Mariah, and Gayle) and Holly went very well. The negotiated MOU was deemed acceptable by Mike Meloy.
  - Holly clarified that vacancy savings are held in the general fund, separate from the account reserve held within the Library's 2220 fund.
  - Language about seasonal employees and the mission statement were wrapped into the Board Authorities.
  - The warranty deed clarifying that the building will always be only a Library was referenced.
  - An amendment to the CBA regarding holiday hours in being finalized, so language concerning this was taken out of the MOU.
  - Cathy expressed concern that several statements within this version of the MOU were open-ended or unclear:
    - Having agreement in place for 3 years:
      - MOU states that modifications can be made to the agreement at any time without having to redo the entire agreement.
    - Changes to number of FTEs must be mutually agreed upon:
      - The Library can hire more than 5.5 FTE positions, but the City will only budget for 5.5 FTEs.
    - City Manager can consult with the Board about contracts and agreements, but the Board makes the ultimate decision on entering into them.
    - The Board has the ultimate authority on hiring/firing of Library employees. The Director handles supervision of these employees and the Board can consult with the Director if they have changes they want to see in how employees are managed. The City works with the Director/Board on hiring, grievances, and terminations.

- New job descriptions must be submitted to HR and the Union as necessary but are shaped by the Board.
    - The Director and Board agree to follow recommendations of the City Attorney.
      - This is required to be able to be covered through MMIA with the City.
    - The Director's salary is set by the Board in consultation with the City Manager.
      - This is unchanged from the previous MOU.
    - The Board consults with the City Manager on major changes to the building.
      - This is because the City provides our property insurance and has the deed to the building.
  - Jean moved to approve the MOU, Mariah 2<sup>nd</sup>, Cathy opposed. All others in favor.
    - The MOU will now go to a vote at the City Commission meeting on June 20.
- Second Hearing on Changes to Bylaws
  - Jean moved to approve the wording established in the last meeting concerning public comment period and virtual attendance, Gayle 2<sup>nd</sup>. All in favor.
  - Board agreed to review the bylaws in full at a later date.
- Budget Preparation
  - Alissa presented her proposed budget for FY22-23. Changes include:
    - Shifted funding from office supplies, telephone, etc. as well as increased funds from the Board to accommodate anticipated increase in utility costs.
    - \$1000 budgeted for programming to cover supply costs.
    - \$1000 budgeted under other purchased services for speaker fees.
    - Decrease in usual postage budget, but \$1500 added to pay for courier service.
    - Increase in materials budget to cover movie license.
  - Alissa presented specific funding sources for each object, specifically to show the public that materials and memberships are funded by the Board and not from taxpayer dollars.
  - Once the fiscal year closes, we will get percentages spent for the full year and will get it to the Board.
  - Alissa has asked for an increase in funding from the County and offered to present her budget proposal to the County Commission but has not heard back.
  - Alissa will present the FY 2022 statistics to the City Commission in July.

### **New Business:**

- Board Officers Election (moved to top of New Business)
  - Mary stepped down as Chair.
  - Gayle nominated Jean for Chair, Mariah 2<sup>nd</sup>. All in favor.
  - Gayle nominated Mariah for Vice Chair, Jean 2<sup>nd</sup>. All in favor.
- Lewistown Day for Fair on Thursday, July 28
  - The Library building will be closed. Staff will have the option to take vacation or man a Library table/booth at the Trade Center during this time.
  - Board discussed and approved purchasing a banner and pop-up tent for this as necessary.
- Dolly Parton Imagination Library
  - The Library is looking for more ways to promote and fundraise for this program. Possibilities for promotion include rollout event at Chokecherry, schools and

daycares, CMMC, and elsewhere county-wide. We will also reach out to Port Authority, Rotary Club, etc. for possibly funding.

*At 3:15PM, Gayle moved to go into closed session to discuss personnel action, Mariah 2<sup>nd</sup>. All in favor. At 3:20PM, Gayle moved to reopen the meeting, Mariah 2<sup>nd</sup>. All in favor.*

At Alissa's request, Gayle moved to add a cost-of-living adjustment to the Director's salary commensurate with that of other Department Heads and effective July 1, 2022. Mariah 2<sup>nd</sup>. All in favor.

**Trustee Minute:**

- The Board discussed the books they're currently enjoying.

*(At 3:26PM Gayle moved to adjourn, Mary 2<sup>nd</sup>. All in favor. Meeting adjourned.)*

**NEXT REGULAR BOARD MEETING: Thursday, July 21, 2022 at 1:30PM.  
Respectively Submitted: Brittney Uecker, Librarian.**