



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 Jean Collins. 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: Mariah.

Revisions to the Agenda: None.

Comments for the Good of the Library: None

Disposition of Minutes:

- The county has declined the Library’s request for an increase in funding and has not responded to an offer to give a presentation of the annual report.
- Mary pointed out several typos in the June 16 draft minutes.
- Mary moved to approve the June 16, 2022 regular meeting minutes, Mariah 2nd. All in favor.

Financial Reports:

- We are at the end of the fiscal year. Alissa will have final actuals in August so a final budget can be set based on what was spent in the last year. Alissa plans to roll over all unspent funds into the next fiscal year.
- The Library needs to hire a new cleaning service. Gayle will talk to the City office about utilizing their cleaner, as the Library is a City building.
- Cathy moved to approve June claims, Mary 2nd. All in favor.

Director’s Report:

- Alissa gave a presentation of the Annual Report that was presented at the July 18 City Commission meeting that included the mission statement, trustees, breakdown of funding sources, core statistics and circulation, programs, what's coming, and a cost comparison.
- Building updates:
 - Building Committee met on June 27 to discuss the EIFS issue and will meet again on July 26. A representative for Total Wall from Seattle will be there for a tour of the exterior. Remediation needs to take place before winter in order to prevent further deterioration of the exterior.
- Summer Reading Program:
 - SRP has concluded. Final numbers for registered participants included 232 youth and 96 adult signups.
- Youth Programming:
 - Our fundraising goal has been met for the Dolly Parton Imagination Library.
 - Brittney will host a STEM camp on August 10-12. Registrations maxed out on the first day of signups.
 - Brittney will lead The Democracy Project, a Humanities MT civics program for teens, starting in the fall.
- Adult Programming:
 - Book discussion groups are going well. We have 25 participants signed up over the three book clubs.
- 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.
 - MSL will be here on September 22 to host a training for local governments and library boards in Central Montana about finances, roles, and state laws.

Communications:

Friends of the Library: (Arlene)

- The July 1-2 Book Sale brought in \$791. FOL also hosted a bonus mid-month Book Sale on July 15 that brought in \$401. The next Book Sale will be August 5-6. FOL will host an additional Book Sale during Cowboy Poetry weekend on August 12 from 12-5PM.
- FOL received \$237 from tips from the Town & Country coffee bar and reusable bag donations.
- A friend of Carol Wicks will give a sizeable contribution to FOL from a 401K distribution. There is no anticipated date yet on when this will be received.

City Commission: (Gayle)

- The City Commission is heading into budget season late this year.
- There are several positions open at the City office.

Discussion with Public

- None.

Continuing Business:

- Budget preparation
 - Funds not spent in the last fiscal year will roll over into the next fiscal year.
 - Alissa will use the rolled-over funds under the Miscellaneous Equipment Under \$5000 to purchase new computer drives.
 - In the long term, the MSL will campaign to ask the State Legislature to fund services such as the Montana Shared Catalog and Montana Library 2 Go through state funds instead of local funds.
- The Library will have a booth at the fair on Thursday, July 28 from 12-6PM. Sue Standley and Nancy Sackett will man the booth while the remaining staff will keep the Library building open. Gayle and Mariah will also assist with manning the booth.
- Prevention donated \$1800 to the Dolly Parton Imagination Library to bring it to a fully-funded status. The Jaycees are also donating their tips from the Beer Garden at the fair. Alissa and Sue are working on getting the online system set up to manage the program. There will be a roll-out event at the Chokecherry Festival where families can get registered.

New Business:

- Hiring
 - Jane's last day is July 31 and Patty's last day is August 31.
 - Alissa plans to start advertising an open position in August with a start date in September. This position would start at a Librarian I, but train to fill the Archivist and Non-Fiction/Media Management positions. Alissa will confirm how many hours the Library has open under the current MOU with the City Office. The Board and Alissa discussed recruitment options and decided it would be possible to hire either one full-time or two part-time staff members.
 - Gayle made a motion to hire for flexible hours for the hours available, Mary 2nd. All in favor.
- Annual plans
 - The Library is creating drafts of Annual plans for the coming year through August 2023 to be finalized in August/September. For staff, this includes programming and events. For the Board, it includes strategic planning and closures.
 - Alissa would like to create subcommittees to plan future events such as the Chili Bowl and Author Dinner.
 - Alissa would like to publish a full year calendar of Library closures.
 - Alissa will start on the scaffolding of the Annual plan for the Board and will send out to Board to discuss at the next meeting.

Trustee Minute:

- Board shared the books they are currently enjoying.

(3:05PM Gayle moved to adjourn, Mary 2nd. All in favor. Meeting adjourned.)

**NEXT REGULAR BOARD MEETING: Thursday, August 25, 2022 at 1:30PM.
Respectively Submitted: Brittney Uecker, Librarian.**