



### **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 Jean Collins. Members present: Mary Frieze, Cathy Moser, Jean Collins, 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:**

- Review of revised hotspot policy moved to New Business.

**Comments for the Good of the Library:**

- Dolly Parton’s Imagination Library rollout on the patio was fun and successful. The Library received press coverage and lots of word-of-mouth advertising. The Library now has a canopy tent to use for outdoor events.

**Disposition of Minutes:**

- Gayle moved to approve the August 25, 2022 regular meeting minutes, Cathy 2nd. All in favor.

**Financial Reports:**

- Alissa is working on getting August financial reports correctly adjusted from Nikki and will get them to the Board by the next meeting.
- Financial reports will now be presented in a different format. Revenue and expenditure summary sheets will stay the same and the other sheets will list all expenses for the month by budget line. This will significantly condense financial reports and will go by calendar month.
- The Board will delay approval of August claims to the next meeting.

**Director’s Report:**

***Admin:***

- Board reviewed a report of current outstanding patron bills and discussed holding a can food drive in which donation of a non-perishable food item for the food bank could erase these fines for patrons.
- Alissa is volunteering to help with a road show sponsored by MLA this fall to discuss the importance of reauthorizing state aid and opportunities to expand it to pay for shared services including the Montana Shared Catalog, Workflows, courier services, etc.

***Youth Programming:***

- STEM Camp is rescheduled to October 1, 7, and 15.
- We will host an open house for students interested in the Democracy Project on September 21. This is a civic-engagement program for high schoolers sponsored by Humanities Montana.
- Two book clubs are starting this fall for junior high and high school students.
- Class visits have resumed. Brittney will visit local schools and the FHS Club Fair to promote youth programs.

***Adult Programming:***

- We have two Humanities Montana programs this month: the Banned Books Q&A at St. James on 9/20 and Bridget Kevane's "Latino History in Montana" on 9/29. Brittney and Alissa will present at the Humanities Montana Board Meeting in Lewistown on 9/30.
- Jenifer Strauss will present a "Spooky Storytelling" event on 10/21. The Uncanny Lewistown Open Mic Night will be 10/27. Monthly movie nights will begin in October with "The Nightmare Before Christmas."
- Extension recently came to the Library to learn about MSL programs for reading with vision impairment.

***Building:***

- Working on scheduling a meeting this month with the Building Committee and City Manager to discuss options for EIFS repair.

***Staffing:***

- We have hired White Glove Cleaners as our new cleaning service.
- Alissa plans to do interviews for the Library Assistant I position next week and begin training within a month.
- Patty's last day is 9/16.

***Training:***

- Alissa will visit several libraries around the state this fall to train with their directors, including Bozeman, Livingston-Park, and Great Falls. She visited Sidney-Richland earlier this week.
- MSL Library Law Workshop for government officials and board trustees will be here on September 21 and is currently full.
- Staff will attend the Ready2Read Rendezvous early literacy training sponsored by MSL in October.
- Other City departments want us to train them in using Canva so they can operate their own social media pages.

**Communications:**

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

- The September Book Sale brought in \$878. The September mid-month sale is cancelled, and FOL will discontinue mid-month sales.
- September 29 is Spika's Day of Service. They will be coming in to paint bookshelves. The October Book Sale will be delayed until the following weekend to allow for the paint to dry.

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

- The budget has been approved.
- Sewer and water rate changes are the next order of business. The Commission will also discuss education on noxious weeds.

### **Discussion with Public**

- None.

### **Continuing Business:**

- Alissa would like to hire someone for the open Library Assistant I position before the October meeting and requested approval from the Board to do so.
  - Mary moved to allow Alissa to offer the Library Assistant I position, contingent on Board approval, before the October Board meeting, Cathy 2<sup>nd</sup>. All in favor.
- Panelists for the Banned Books Week Q&A will have a Zoom meeting Friday afternoon to go over the plan for the event. Local police have been made aware of the event but will not be present at the venue.

### **New Business:**

- Job descriptions
  - Alissa would like to revise job descriptions for Library Assistant I, II, and III in order to make them more general, while still providing specific examples of position duties.
  - Gayle moved to allow Alissa to work with staff and Union on job descriptions that allow for a general application, Mary 2<sup>nd</sup>. All in favor.
- Strategic plan
  - Board discussed ideas for reviewing and updating the current strategic plan.
    - A three-year plan is based on State Library standards, but a five-year plan may allow for focus on more long-term goals and capital improvements.
    - There are several options for resources for input, including the State Library, Mary Baumstark (Lewistown Art Center), Snowy Mountain Development, and Reimagining Rural.
    - The Board will review the current document and revisit at the next meeting. Alissa will investigate information about a facilitated discussion. A date for a retreat or working session will be set at the next meeting.
- A subcommittee for organizing the Chili Bowl will be appointed at the next meeting.
- Changes to hotspot lending policy

- Most of the current policies will stay in place.
- Holds will be able to be placed on hotspot devices by contacting the front desk.
- Devices must be in the Library for 24 hours to recharge before they can be checked out again.
- Alissa will add changes that were discussed, and the Board will review for approval at the next meeting.

**Trustee Minute:**

- Board shared the books they are currently enjoying.

*(3:15PM Jean moved to adjourn, Mary 2<sup>nd</sup>. All in favor. Meeting adjourned.)*

**NEXT REGULAR BOARD MEETING: Thursday, October 20, 2022 at 1:30PM.  
Respectively Submitted: Brittney Uecker, Librarian.**