



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: Mary.

Revisions to the Agenda:

- Approval of November 8 Election Day closure added to New Business.
- Approval of hotspot policy moved to top of Continuing Business.

Comments for the Good of the Library:

- Dolly Parton Imagination Library is receiving lots of positive attention and feedback around town.

Disposition of Minutes:

- Gayle moved to approve the September 15, 2022 regular meeting minutes, Mary 2nd. All in favor.

Financial Reports:

- August and September claims are presented in a simplified format in which expenditures are listed by category instead of individual credits/debits.
- A budget amendment will probably need to be made for personal services. This appropriation was based off actuals from last year and will need to be increased for this year.
- The contribution from the county for June-December will come in January.
- A transfer of funds from the Endowments to the City for book purchases will be set up at the end of the fiscal year.

- The donation for Senior Outreach at CMF still has not been used. Alissa is waiting until the Library is fully staffed and trained before setting up a program to use this money.
- Gayle moved to approve the August and September claims, Mariah 2nd. All in favor.

Director's Report:

Youth Programming:

- Susan Gianforte is interested in expanding DPIL across the state. She would contribute funding to the program and we would administer the finances for all of Central Montana. Librarians from other counties (Musselshell, Judith Basin, etc.) would be assigned as Data Clerks in our system so they could manage registration in their own counties.
- STEM Camp completed its three sessions last weekend. Now that we have the equipment, we may hold this camp again in the spring and/or summer.
- Democracy Project is underway. Brittney visited the high school Key Club to promote. We received \$3500 from Humanities Montana for this program.

Adult Programming:

- Alissa and Brittney presented at the Humanities Montana annual board meeting on September 30. Lailani Upham will present "Storytelling: The Power to Connect Our World" on November 3.
- Jenifer Strauss will present a "Spooky Storytelling" event on October 21. "Uncanny Lewistown" open mic night will be on October 27. We will screen "The Nightmare Before Christmas" on October 28.

Building:

- Due to poor drainage in the alley, water has been coming through the Library's floor in several locations around the building. This seems like a long-term issue. There has been no damage to the collections. Alissa is working with Public Works, the City Office, and Misty to extend gutters and find a long-term solution for this issue.
- Alissa would like to put together a capital improvement plan to show where we are using funds and donations. She has reached out to MSL about resources for long-term building maintenance and improvement planning, beginning with a professional assessment of the building. She will also look into updating the building's listing on the National Register of Historic Places and resources available through that designation.

Training:

- Alissa visited the Bozeman and Livingston-Park County libraries this month to see the Partners sharing group in action, learn about how they process and maintain collections, and discuss programming and outreach strategies.
- Sue and Brittney will attend the Ready2Read Rendezvous conference in Lewistown this weekend.
- Jo Flick will visit the Library this fall to help update our disaster plan.

Communications:

Friends of the Library: (Arlene)

- The October Book Sale brought in \$568. This is less than normal, but the sale was held on the second weekend instead of the first.
- On Spika's Day of Community Service in September, Spika employees painted shelves, built new bookcases, and washed windows at the Book Station.
- Friends are gearing up for the Santa's Seconds Sale on December 3 from 9-4 at the Judith Mountain Players building.
- FOL purchased a leaf/snow blower for the Library.

City Commission: (Gayle)

- The Commission is working on a sewer rate increase and will hold two public hearings to discuss. The City has received ARPA funds for a water and sewer system update.
- Ordinance changes concerning parking and fencing are currently at the City Attorney's Office.

Discussion with Public

- None.

Continuing Business:

- The Board reviewed proposed changes to the hotspot policy that incorporate updates previously discussed. Gayle moved to approve the changes to the hotspot policy, Mary 2nd. All in favor.
- Pam Henley from the MSL discussed strategies for Strategic Planning with the Board.
 - First step is to assess demographic changes in the community and historical background of the service area.
 - Next step is to brainstorm who we want to talk to and how we want to hear from them.
 - A long-term capital improvements plan can be created along with a more focused strategic plan with 3-5 big goals with 2-3 subgoals each (short-term, interim, and long-term).
 - Board suggested having to meeting to establish topics/goals that patrons can vote on at the Chili Bowl. Alissa will bring a list of possible December dates to the next Board meeting.
- Hiring
 - *At 2:57 PM, Gayle moved to go into closed session to discuss candidates and the hiring process for the LAI opening. Mary 2nd. All in favor.*
 - *At 3:06 PM, Gayle moved to end the closed session, Mary 2nd. All in favor.*
 - Gayle moved to approve Andrew Kettering's hire, Mary 2nd. All in favor.

New Business:

- Election Day is a City holiday this year. Gayle moved to close the Library for Election Day. Cathy 2nd. All in favor.

- The Board created a subcommittee to work on the upcoming Chili Bowl. Mariah will chair the committee and Mary will be an additional representative from the Board. The Friends will add a member to the committee. The focus will be on booking Jack's hanger and setting a date before the next meeting.

Trustee Minute:

None.

(3:10PM Mary moved to adjourn, Gayle 2nd. All in favor. Meeting adjourned.)

**NEXT REGULAR BOARD MEETING: Thursday, November 17, 2022 at 1:30PM.
Respectively Submitted: Brittney Uecker, Librarian.**