

Minutes of the Regular Meeting

Lewistown Public Library



Lewistown Public Library
Board of Trustees

Wednesday, 11/30/2022
1:00 pm – 3:00 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 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:

- Change of time and date on agenda to reflect rescheduled meeting.

Comments for the Good of the Library:

- Mary noted that many in the community have been stepping up lately to help the Friends and the Library.

Disposition of Minutes:

- Mariah moved to approve the October 20, 2022 regular meeting minutes, Gayle 2nd. All in favor.

Financial Reports:

- Only 12% of the building maintenance budget has been spent thus far for the fiscal year, but Alissa anticipates that spending will catch up due to increased costs for cleaners and snow removal.
- The Library received a donation of approximately \$55,000 from the Hassler estate.
- The Board will discuss the option of moving funds into the permanent balance at CMF at the February meeting.
- Gayle moved to approve the October claims, Cathy 2nd. All in favor.

Director’s Report:

Statistics:

- Circulation through the MTLibrary2Go has been added to the statistics report.
- Categorization of patrons into city and county designations has been fixed.

Admin:

- CMF will begin charging a 0.25% administrative charge on accounts beginning January 1, 2023. A letter outlining this change was distributed to the Board.
- Montana's Public Library Standards outline baseline services and must be met in order for libraries to receive State Aid. Every year, we submit a detailed annual statistics report as required by the PLS in late November. This report must be reviewed with the Board as part of the PLS. The Board will schedule a time to discuss the results at a later meeting.
- Alissa is updating job descriptions and will bring them to the Board for review in December and discussion in January.
- The Library is looking at several grant opportunities to fund outreach and accessibility efforts, as well as a federal grant to fund building assessment.

Youth Programming:

- The DPIL has 118 children registered. We are waiting to hear from Susan Gianforte about funding. Sue and Alissa are working on a gift tree fundraiser for the holidays.
- Brittney will hold a special holiday cookie-decorating storytime on December 17.
- Democracy Project students are working on deciding on a project about recycling access.

Adult Programming:

- Books clubs are well-attended. There has been a slump in participants at recent Humanities events so we are considering options for additional advertising. The "Uncanny Lewistown" Open Mic Night drew 10 participants. They requested a future UFO-specific night.
- Mary Jo Hamling reached out to Jack's Hangar and confirmed January 20th for the Chili Bowl. Staff have put together categories and will focus on developing questions during December.

Other Programming:

- The first movie night had 10 attendees and the second had 2. We have decided to change this program to a discussion-style group called Curious Cinema Club on the 3rd Tuesday of the month.
- We have designs and colors ready for the Color of the Month Book Challenges for January-May.
- The fine forgiveness program will run through December 1st. We might run again in January.
- Alissa will host a Christmas Crime-Fest program on December 28 from 4-8PM.

Building:

- Alissa has talked to the Stanford Library and will talk to the Great Falls Library about options for professional building assessment. A summary of these talks will be sent to Cathy to give to the building committee.
- Alissa is working on options for snow removal.

Communications:

Friends of the Library (Arlene):

- The November Book Sale brought in \$841.45.

- The Friends received \$629 from Fergus County Credit Union and \$1871 from Prevention for DPIL.
- Santa's Seconds Sale is this weekend.
- The Friends are considering various purchases for the Library, including a wireless printer system, AV setup, Christmas breakfast, etc.
- There will be no December FOL meeting and no January Book Sale.

City Commission (Gayle):

- The Commission had the first public hearing on the sewer rate increase. There will be a second public hearing in December and rates should go into effect in January.
- The Commission will start working on water issues in January.

Discussion with Public

- None.

Continuing Business:

Strategic Planning:

- Board discussed possible locations for the strategic planning session. Depending on venue availability, the tentative date is December 15 with a shortened Board meeting from 1-2PM and strategic planning from 2-4PM.

MLA Funding Proposal:

- MLA is seeking a \$4.8 million package within the governor's budget to cover a variety of Library services including MSC, hotspots, etc.
- The Board may send letters to legislators.
- Freedom of speech and censorship issues may come up in this legislative session.

New Business:

- The Board reviewed the new Public Library Standards. Changes to the PLS include 3 hours required CE credit for Trustees, focus on community development, 70% of revenue coming from local taxes, virtual programming, and civic engagement (Democracy Project meets this requirement).
- These standards provide a good framework for strategic planning.

Trustee Minute:

- Lora-Poser Brown noted at the last PTO meeting that with 4th grade moving to Lewis and Clark after the building renovation that there will be a huge void in 4th grade books at that building. The Library could work with the school to provide Book Station books on a regular basis until the move happens.

(3:00PM Gayle moved to adjourn, Cathy 2nd. All in favor. Meeting adjourned.)

NEXT REGULAR BOARD MEETING: Tentatively scheduled for Thursday, December 15, 2022 at 1:00PM, location TBD. Strategic Planning session to follow from 2-4PM. Respectively Submitted: Brittney Uecker, Librarian.