



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.”

2:00 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, Jean Collins, Arlene Mari, Gayle Doney. Excused: Cathy Moser. Director: Alissa Wolenetz. Library Staff: Brittney Uecker.

Appoint Recorder of Minutes: Brittney Uecker

Reading of the Mission Statement: Gayle.

Revisions to the Agenda:

- Discussion of grant from Humanities Montana added to New Business.

Disposition of Minutes:

- Mary moved to approve the November 30, 2022 regular meeting minutes, Gayle 2nd. All in favor.

Financial Reports:

- The Library is doing better with the building maintenance budget than previously anticipated.
- After January, Alissa will revisit the issue of snow removal with the county. The county attorney does not find any issue with liability.
- It will cost \$90 to fix the snowblower.
- \$58.48 was coded incorrectly in the claims from Adult Fiction to Summer Reading Program. Alissa will fix this.
- The Library has received \$4871.25 in state aid and \$2251.55 from the South Central Federation.
- Gayle moved to approve the November claims, Mary 2nd. All in favor.

Director's Report:

Admin:

- Many thanks to the FOL for sponsoring staff gift cards.
- MSL is rolling out an update to the MSC that will include software for digital newsletters, text reminders for overdue items and events, and event registration.
- Alissa will mail out updated job descriptions for review and approval at the January board meeting. These descriptions will be run by staff, the city, and the union.
- Sue and Alissa are meeting with several local agencies to discuss ideas for the LTC grant. We are considering using grant funds for resources for guardians of children with special needs.
- Stats show numbers for mailed-out books for the DPIL, state aid and Federation contributions, and the Hassler estate donation.

Youth Programming:

- The DPIL has 136 children registered and 3 have graduated from the program. We have three new donations coming into the endowment. We created certificates for donations made on behalf of or in memorium.
- Democracy Project students are finalizing their project proposal. They will meet with representatives from ROWL in January. Chris Preston will give a virtual presentation on December 20 about environmentalism.

Adult Programming:

- Christmas Crime-fest will take place December 28 from 4-8PM.
- We will screen "The Martian" on December 20. Drew will begin the Curious Cinema Club in January and on the 3rd Tuesday of each month. We will continue family movie nights bimonthly.
- Chili Bowl Committee is progressing with bookings and contacting volunteers.
- Brittney and Alissa are working with Humanities Montana on a Montana Writers' Institute workshop in May in conjunction with the Author Dinner.

Building:

- Alissa has discussed options for professional building assessments with other libraries and is reviewing their requests for proposals, contracts, and assessments from their preliminary architectural reviews (PARs). Alissa recommends that the Board consider earmarking the disbursement from the Hassler estate to hire a firm to complete a PAR for the Library. This would cost an estimated \$20,000-50,000 for a full assessment of all systems. Mosaic is already working on several projects in the Lewistown area and might be an option to consider.

Communications:

Friends of the Library: (Arlene)

- The December Book Sale brought in \$717.15 and the Santa's Seconds Sale brought in \$3080.
- There will be no December FOL meeting and no January Book Sale.
- Membership renewal drive will begin in January.

City Commission: (Gayle)

- City Commissioners received an email from the state Department of Administration stating that their latest audit report found sufficient deficiencies that must be corrected by January 20 or the state will withhold \$1 million from the City.

Discussion with Public

- None.

New Business:

- Humanities Montana received a Carnegie Mellon grant for media literacy. They need to spend down those funds by the end of the year and would like to award approximately \$3300 to the Library. We will need to sign a contract stating that we will use these funds for media literacy purposes.
 - Gayle moved to accept the grant and allow Alissa to sign the contract, Mary 2nd. All in favor.

Continuing Business:

Strategic Planning Session: Five broad goal areas were discussed, with ideas for more specific goals for each area. These will be made available to the public at Chili Bowl for input and public comment. Proposed changes/inclusions include:

- **Building:**
 - Be aware that expansion may be necessary in the future.
 - Update disaster plan.
- **Funding:**
 - Look into other structures such as district, mill levy, or multijurisdictional service district to secure more stable funding and give the Library more freedom with property such as the Book Station.
 - Create a plan for endowment interests to give to donors, the City, and the public.
 - Have an annual review of funding sources and endowments during budget season.
 - Create a formalized agreement with the county about funds we receive from them.
- **Board:**
 - Maintain continuing education certification for Board and Director to keep with Public Library Standards. Create an annual plan for Board CE credits.
 - Formally recognize past trustees, staff, and community members who are willing to consult with the Board through *ex-officio/emeritus* positions.
 - Review job descriptions and succession plans.
 - Consider retention benefits for staff.
- **Collections:**
 - Become part of the Partners Sharing Group.
 - Evaluate acquisitions based on our mission statement, demographics, and community needs.
 - Look at ways to utilize the local history area.
- **Programming:**

- Collaborate with community partners to restart Adult Education classes.
- Look into ways to increase rural engagement, such as a bookmobile, books by mail, etc.
- Continue working with Humanities Montana.
- Create an annual programming plan.
- Create avenues for patrons to access all Library resources, including digital resources.

(4:30PM Gayle moved to adjourn, Mary 2nd. All in favor. Meeting adjourned.)

NEXT REGULAR BOARD MEETING: Thursday, January 19, 2022 at 1:30PM at the Library. Respectively Submitted: Brittney Uecker, Librarian.