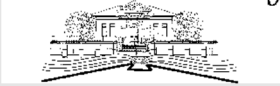


<b>Minutes of the Regular Meeting</b> <b>Lewistown Public Library</b>	
	
<b>Lewistown Public Library</b> <b>Board of Trustees</b>	<b>Thursday 2/16/2023</b> <b>1:00 pm – 2:30 p.m.</b> <b>Library Meeting Room</b>

### **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.”**

**1:00 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, Mariah Shammel. Excused: Cathy Moser. Director: Alissa Wolenetz. Library Staff: Brittney Uecker.

**Appoint Recorder of Minutes:** Brittney Uecker

**Reading of the Mission Statement:** Mariah.

#### **Revisions to the Agenda:**

- Approval to hire a summer seasonal worker added to New Business.

#### **Disposition of Minutes:**

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

#### **Financial Reports:**

- The drastic increase in expenditures for power is due to a rate change by Northwestern Energy and is an issue for many businesses.
- The Library has zero revenue from the county, who usually pay half of their contribution in December or January. Alissa will contact them about this.
- The Library received a \$3415 grant from Humanities Montana for purchases related to media literacy. These funds have gone into the Summer Reading Program budget. We have used part of this grant to purchase film screening equipment and are looking to purchase a smart board for the youth area.
- Gayle moved to approve the December and January claims, Cathy 2<sup>nd</sup>. All in favor.

#### **Director’s Report:**

##### ***Admin:***

- Sue and Alissa are working on a \$20,000 grant from the ALA to support people undergoing treatment for cancer or other chronic diseases in Fergus County along

with CMMC, LAC, Central Montana Family Planning, and others. The deadline is February 28.

- The grant is a one-time disbursement, but we are hoping CMMC uses this program as a pilot to design their budget with this program in mind going forward.
- Our proposed budget for the grant funds includes rough amounts for the following:
  - \$7000 – Creation of art carts (in conjunction with LAC) for patients receiving infusions at the hospital.
  - \$5000 – iPads, hotspots, and data subscriptions to access online library resources.
  - \$3000 – PlayAways (standalone audiobooks).
  - \$3000 – Subscription services, including letters by mail.
  - \$1000 – Advertising.
  - \$1000 – Accessories and equipment for iPads (cases, etc.).

***Youth Programming:***

- The DPIL has 173 children registered and 7 have graduated from the program. Susan Gianforte and the Treasure State Foundation intend to sponsor 50% of costs for existing DPIL programs in the state and up to 100% for counties not otherwise able to fund the program. We have been asked to include Golden Valley county in our administration (not funding) under this new proposal.
- Middle Grade (grades 4-8) and Teen (high school) Book Clubs will alternate months through the rest of the school year.
- Brittney is working on putting together media literacy programming for class visits and additional programs in conjunction with the media literacy grant.
- The Library will have a table at the Family Services and Resources Expo at the Trade Center on April 1<sup>st</sup> to promote family and youth services and programs we offer.
- We are starting to plan Summer Reading Program activities.

***Adult Programming:***

- Our three monthly book clubs, Curious Cinema Club, and Adult Writers Group are having good attendance. Patrons are excited that our Color of the Month Challenge is back.
- Brittney and Alissa are working with Humanities Montana on securing dates for a Writers' Institute based on their funding and grant cycles.
- Chili Bowl was a great success with other 170 attendees and \$3265 raised for the Summer Reading Program.

***Building:***

- The Building Committee met on January 6<sup>th</sup> to discuss priorities for the building and possible elements of a request for proposals for a preliminary architectural review (PAR) to evaluate the building and develop a plan for maintenance and repair. Alissa and Cathy will meet in late February to discuss PAR language. The next Building Committee meeting will probably be in March.

***Other:***

- Alissa attended Library Legislative Night on February 7 and also testified in support of increasing state funding for all Montana Libraries (on personal time).

- HB 234 passed the House with school libraries still included in the bill, though public libraries and museums remain exempted.
- The state allocated \$400,000 to sponsor a statewide library hotspot program for the next two years. We anticipate federal funding after those two years to continue the program.
- An art exhibit by Marc Steinberg about his experience with Alzheimer's is circulating the state and is currently at our Library. We are working with Extension on holding several workshops in conjunction with this exhibit.

### **Communications:**

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

- The February Book Sale brought in \$970.

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

- Lots of hiring is being done, including for three open positions at the police department as well as the fire chief.
- The state will assist the City with city planning, zoning issues, etc. as part of a pilot program.
- The City Manager's contract has been renewed for the next three years.

#### **Building Committee: (Cathy)**

- The Committee met on January 6th to discuss development of an RFP for a PAR for the building in order to have professional assistance in developing a strategic, long-term building maintenance plan that considers the exterior (EIFS, roof) and interior (wiring, plumbing, safety and accessibility, elevator, etc.) needs and to help prioritize and budget. The estimated cost for the PAR is \$50,000-\$60,000.
- The Committee recommends investigating grant funding to offset the cost.
- Alissa and Cathy met on January 11 to discuss RFP development. Alissa will develop a draft based on those from other libraries and will investigate grant opportunities.

### **Discussion with Public**

- None.

### **Continuing Business:**

- Job descriptions has been updated in order to make them more concise, reflect what is actually done under each position, and generalize them so promotions can take place without having to update job descriptions. Positions are tiered out by level of responsibility and independence of managing collections and programs. The Union and City Attorney have seen and okayed these descriptions.
- Gayle moved to approve the updated job descriptions, Cathy 2<sup>nd</sup>. All in favor.

### **New Business:**

- Alissa would like to start advertising for a summer seasonal employee so interviews can take place in March or April, the Board can approve the hire at the April Board meeting, and the employee can start mid-May at up to 20 hours/week for 12 weeks. This is budgeted out of wage savings held at the City. A Board member will sit in on these interviews.
  - Gayle moved to approve that Alissa begin advertising for a summer seasonal, Mariah 2<sup>nd</sup>. All in favor.
- The Board would like an updated report on wage savings through FY22.
- Cathy is terming out as a Trustee this spring, though she will still be on the Building Committee and assist with the Writers' Institute.

### **Trustee Minute**

- The Chili Bowl was a great lesson in working together and putting on an event.
- The Library is looking into a cocktail hour with a Humanities Montana speaker in lieu of an author dinner in May.
- Brittney and Alissa will attend the MLA Conference in Billings in April. Other staff will attend Fall Retreat later this year.

*(2:30PM Gayle moved to adjourn, Mary 2<sup>nd</sup>. All in favor. Meeting adjourned.)*

**NEXT REGULAR BOARD MEETING: Thursday, March 16, 2023 at 1:30PM at the Library. Respectively Submitted: Brittney Uecker, Librarian.**