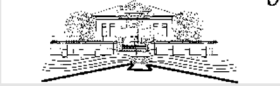


<b>Minutes of the Regular Meeting</b> <b>Lewistown Public Library</b>	
	
<b>Lewistown Public Library</b> <b>Board of Trustees</b>	<b>Thursday 3/16/2023</b> <b>1:00 pm – 3:00 p.m.</b> <b>Library Meeting Room</b>

### **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: Jean Collins, Arlene Mari, Gayle Doney, Cathy Moser, Mariah Shammel. Excused: Mary Frieze. Director: Alissa Wolenetz. Library Staff: Brittney Uecker.

**Appoint Recorder of Minutes:** Brittney Uecker

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

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

- Alissa has confirmed with the City Manager and City Attorney that approval of a promotion does not need to occur during a closed session unless performance evaluation is discussed.

### **Disposition of Minutes:**

- Minutes will be amended to reflect that Mariah was present at the last meeting.
- Gayle moved to approve the February 16, 2023 regular meeting minutes, Cathy 2nd. All in favor.

### **Financial Reports:**

- The City is working on establishing a new billing process with the County and so has yet billed for their biannual contribution to the Library.
- The Library’s City credit card was cancelled due to fraudulent charges, so several reimbursements to staff will appear on the next claims to cover charges while we wait for a new card.
- Dowler fund is reconciled annually at budget time. At last reconciliation, there was \$80,000-90,000 in this account.
- No detailed reports for the 4001, as there were no changes this month.
- Gayle moved to approve the February claims, Mariah 2<sup>nd</sup>. All in favor.

### **Director’s Report:**

### ***Admin:***

- Sue and Alissa have submitted the application for the LTC grant from the ALA to expand library and art services to cancer patients and their caregivers in Fergus County. Results will be announced in April.
- We have used funds from the media literacy grant from Humanities Montana to purchase AV equipment for film screenings and are pricing out an interactive TV for the youth section.
- Alissa is working on standardizing event planning and setting up long-term schedules for events like Chili Bowl, SRP, and Author Dinner.
- Alissa would like to finish drafting an updated disaster plan before SRP. She is currently completing trainings and contacting a DES coordinator and other agencies to help with this.
- Updated job descriptions have been adopted and will apply to new positions.
- Alissa has requested a wage savings report from the City Manager.

### ***Programming:***

- We have begun SRP planning for youth and adults. The program will run from June 6- July 15. The theme is “All Together Now”.
- We are waiting on a write-up from the Treasure State Foundation about their commitment to DPIL cost-sharing and will update FOL.
- We have a Humanities MT speaker tentatively scheduled for April 26<sup>th</sup>.
- At their last meeting, the FOL suggested we book an author in May but not hold a full-blown fundraiser until Author Dinner 2024.
- As part of the media literacy grant, we will screen “All the President’s Men” in May with a panel discussion with News-Argus reporters about journalism and government.
- The Democracy Project students will help ROWL with their table at the Family Resources Expo on April 1<sup>st</sup>. Brittney will present with Jenny Bevill of Humanities MT about our site’s project at MLA in April. The students are planning on attending upcoming school board and City Commission meetings.
- Our programming in conjunction with the Marc Steinberg art exhibit is underway, including an art viewing scavenger hunt, an Alzheimer’s-themed storytime on March 25, and a Sip & Paint & Mocktails event in conjunction with the LAC on April 20.

### ***Staff & Training:***

- Performance evaluations are complete. Alissa reviewed individual development plan goals with staff and will use them to help develop training lists.
- Brittney and Alissa will attend the MLA conference in Billings from April 11-15. Brittney will present as part of the Democracy Project and Alissa will be a panelist for the Government Affairs Committee roundtable discussion.
- We are currently advertising and accepting applications for the summer seasonal assistant position. Priority cutoff date is April 4.

### ***Statistics:***

- We have 180 kids signed up for DPIL and mailed out 140 books last month. Online engagements are high for posts related to DPIL.

### **Communications:**

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

- The March Book Sale brought in \$859.
- Montana-related books have been extremely popular and are more valuable. FOL is holding onto these books to have a special sale later in the year.
- As of the end of January, the DPIL fund at CMF has \$6022.11 and continues to receive donations.
- FOL is looking at taking on administration and registration duties for Golden Valley County with funding provided by the Gianforte Foundation. We need to let those County Commissioners know we are doing this.

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

- Lots of activity with TIFF grants right now.
  - Alissa would need to talk to the TIFF board about using TIFF funds for a building assessment and would need to find matching funds.
- The City is working on updating their growth policy.

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

- Alissa has drafted an RFP for the PAR and is in conversations about grant funding with various entities, including Snowy Mountain Development and MSL.
- Snowy Mountain Development suggested doing a commercial inspection instead at a lower cost, but this would likely come with fewer recommendations on what needs to be done with the building.
- The Board could possibly do a training with Tracy Cook from the Great Falls Public Library on this process for CE credit.

### **Discussion with Public**

- None.
- Discussion of individual staff members during an open public meeting is strictly disallowed. If patrons have complaints about individual staff, they need to submit a letter to the Board and City. Board discussed having policies and procedures for public comment printed on the back of the agenda and having extra agenda copies available for public at meetings. 'Discussion with Public' is reserved for discussion of non-agenda items.

### **Continuing Business:**

- Gayle moved to have the Chair or Vice Chair present for seasonal interviews, Cathy 2<sup>nd</sup>. All in favor.
- Five well-qualified candidates applied for the vacating Trustee position, thus the Board chose not to endorse/recommend a candidate to the City Commission.

### **New Business:**

- Board Trustees need to complete 3 hours of CE credit by June to meet the new Public Library Standards.
- Alissa will schedule Tracy Cook to come to the May 18 Board meeting from 1-4PM for training on grants and library budgeting.
- Mariah moved to authorize promotions recommended by Alissa, Gayle 2<sup>nd</sup>. All in favor.

**Trustee Minute**

- The April meeting is moved to April 27 to accommodate Board members' schedules.

*(3:00PM Gayle moved to adjourn, Mariah 2<sup>nd</sup>. All in favor. Meeting adjourned.)*

**NEXT REGULAR BOARD MEETING: Thursday, April 27, 2023 at 1:30PM at the Library. Respectively Submitted: Brittney Uecker, Librarian.**