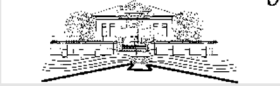


<b>Minutes of the Regular Meeting</b> <b>Lewistown Public Library</b>	
	
<b>Lewistown Public Library</b> <b>Board of Trustees</b>	<b>Thursday 4/27/2023</b> <b>1:30 pm – 3:40 p.m.</b> <b>Library Meeting Room</b>

### **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, Andrea Payne, Mariah Shammel. Mary Frieze. Director: Alissa Wolenetz. Library Staff: Brittney Uecker.

**Appoint Recorder of Minutes:** Brittney Uecker

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

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

- Alissa requested to add an action item under Continuing Business to adopt guidelines for public participation (based on those of the City Commission) to be included on future meeting agendas. Gayle moved to add this action item, Andrea 2<sup>nd</sup>. All in favor.

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

- Mariah moved to approve the March 16, 2023 regular meeting minutes, Gayle 2<sup>nd</sup>. All in favor.

#### **Financial Reports:**

- Nikki added a line item for state aid under 334101.
- MLA’s State Aid reauthorization bill is moving on in the Legislature with full funding at \$0.50/capita. Representative Sprunger of Kalispell sponsored this bill in the House and Senator Small of Bisby carried this bill in the Senate.
- Book purchases will close for the fiscal year at the end of May. The Board budgeted \$20,600 for books and videos this year. Once staff have stopped ordering and cleared all invoices, the Board will move the actual amount spent from CMF to reimburse the City.
- Utilities are over budget due to a mid-year rate change, which will need to be taken into consideration when budgeting next year. As far as Alissa knows, as long as the Library does not overspend the fund total there is no need for a budget amendment.

- Endowments are healthy. Alissa suggests earmarking available money to provide matching funds for grants for the building assessment and to pay for recommendations for building upgrades and maintenance.
- The City is working on establishing a new billing process with the County and has not yet initiated the bill for the County contribution to the Library.
- Gayle moved to approve the March claims, Mariah 2<sup>nd</sup>. All in favor.

### **Director's Report:**

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

- Staff have the results of the ALA LTC grant and will be able to announce them publicly soon.
- Staff are in the process of spending the remaining funds for the media literacy grant from Humanities Montana.
- Alissa is working with Dianne Brodd (deputy DES at the county) to update our disaster plan.
- Alissa has requested a wage savings report from Holly.
- Alissa has begun drafting a budget based on previous years and the current Strategic Plan draft.
- Tracy Cook from the MSL will come to Lewistown for a training on budgets and library law on 5/18 from 1-4PM. This will be in lieu of a regular Board meeting and will be open to Trustees and Directors from across the region. This training will cover all CE needed for Trustees for this year.

#### ***Programming:***

- Staff have begun SRP planning for youth and adults. The program will run from June 6- July 15. The theme is "All Together Now".
- The Friends of the Library have finalized an agreement with FOL and the Treasure State Foundation for DPIL funding. The Foundation will sponsor 50% of existing programs, including ours, as well as 100% of new programs. Library staff are taking on administration for Golden Valley and Petroleum County and will reach out to those County Commissions to notify them of this. Susan Gianforte will visit before next winter to do a rollout event for this program.
- Our Sip & Paint event is rescheduled to 6/1.
- The Library will screen "All the President's Men" on 5/16 in conjunction with a panel discussion with News-Argus staff on 5/18 about local journalism.
- Due to scheduling constraints, the Library will wait until next spring to host an Author Dinner.
- The Democracy Project has received approval to place recycling receptacles at Symmes Park, Creekside Pavilion, Fergus High School, and the News-Argus, with Town & Country pending. They will hold a culminating reception at the Library on 6/3 at 11AM.

#### ***Building Updates:***

- The Library was closed on 4/19 and 4/20 due to LPD's request for emergency travel only and downed tree limbs near the building. When updating the Disaster Plan and policies, it may be useful to add that if schools are closed due to severe weather or emergency travel restrictions, the Library will also be closed.

- Cathy and Alissa are working on the PAR/Building Assessment and received good feedback on their request for qualifications from MSL. They would like to apply for the November grant cycle for Montana's Community Development Block Grant.

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

- Performance evaluations are complete. Alissa reviewed individual development plan goals with staff and met with MSL's Continuing Education advisor to develop tailored plans for training.
- Brittney and Alissa attended the MLA conference in Billings from April 11-15. Brittney presented as part of the Democracy Project and Alissa was a panelist for the Government Affairs Committee roundtable discussion.

### ***Statistics:***

- Circulation, number of patrons, library visits, and toddler/story hour attendance were the highest they have been this fiscal year in March.

### **Communications:**

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

- The April Book Sale brought in \$783.
- FOL will host a mid-month sale in June and a special Montana books sale in July.

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

- There are many open City positions. The City Manager is working on hiring.
- The Board received information from the City on the Dowler fund balance, which is approximately \$60,000-65,000. The Board's depreciation contribution comes from this fund. They may transition to using endowment interest to cover the depreciation contribution to preserve remaining Dowler funds.
- The City is working with the state to update the growth plan.

### **Discussion with Public**

- Sam Huston suggested changing the times of Board Meetings to outside of working hours so that more of the public can attend.

### **Continuing Business:**

- Gayle moved to adopt the City Commission's guidelines for public participation with changes and include them on future meeting agendas, Mariah 2<sup>nd</sup>. All in favor.
- Gayle moved to approve the Director's hiring decision for the summer seasonal position, Mary 2<sup>nd</sup>. All in favor.
- Mariah moved that the Board endorse Mary Callahan-Baumstark as the candidate to fill the open Trustee position, to be appointed by the City Commission, Mary 2<sup>nd</sup>. All in favor.

- The Board reviewed the first draft of the Strategic Plan updated, including community input from the community survey from Chili Bowl. There was a lot of interest in community education, joining a library sharing group, preserving archives, and offering books by mail. The Board will revisit and approve the new strategic plan at the June meeting.

#### **New Business:**

- The policies were last revised in winter 2020 and are due to be reviewed by the end of April 2023. Alissa would like additional time to review with staff, MSL, and the City Attorney and get community input. Mariah moved to extend the policy review period through July 2023, Gayle 2<sup>nd</sup>. All in favor.
- Board reviewed Alissa's letter to the County requesting a 7% increase in funding (\$3,617, for a total of \$55,287) to cover inflation and increases to shared costs for services. There was no increase last year. The letter requests confirmation of receipt of the letter by May 12 and an appointment time for a meeting of the Board with County commissioners and will include signatures from all Board members. Andrea moved to approve the letter as amended, Gayle 2<sup>nd</sup>. All in favor.
- Gayle moved to fund the annual City Depreciation Request and decide on a source of funding at a later date, Mariah 2<sup>nd</sup>. All in favor.

#### **Trustee Minute**

- Board discussed gardening strategies and what they are reading.

*(3:40PM Gayle moved to adjourn, Mary 2<sup>nd</sup>. All in favor. Meeting adjourned.)*

**NEXT REGULAR BOARD MEETING: Thursday, June 15, 2023 at 1:30PM at the Library. Respectively Submitted: Brittney Uecker, Librarian.**