



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.”

1:33 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, Andrea Payne, Mary Baumstark (Zoom), Mariah Shammel (Zoom, 1:37 PM). Library Director: Alissa Wolenetz. No staff.

Appoint Recorder of Minutes: Alissa Wolenetz

Reading of the Mission Statement: Andrea.

Revisions to the Agenda:

- Mary requested to add discussion on minute-taking by staff.

Disposition of Minutes:

- Andrea moved to approve April and May regular meeting minutes. Mary 2nd. All in favor.

Financial Reports:

- The Board discussed how much electricity the Library’s solar panels produce. Alissa will look into this more. Mary recommended asking Central Montana Resource Coalition for assistance with this and noted new energy grants for solar arrays through a USB solar program with NorthWestern Energy.
- County funding has come in.
- The Library is working on spending down the remainder of the budget.
- The Board discussed the CMF endowments and authorized signers. Mary moved to authorize two new Board members (Jean and Mariah) as signers for the account now that Mary Frieze has retired. Andrea 2nd. All in favor.
- Alissa will coordinate transferring book funds to the City and authorizing new signers. Having three signers (Jean, Mariah, and Alissa) on the account will help ensure that at least two are always available to meet the requirements for transferring money from the accounts.
- Mariah moved to approve claims for April and May. Andrea 2nd. All in favor.

Director's Report:

Admin:

- The Library received \$10,000 for the ALA-LTC grant to support outreach services at the CMMC's infusion center, as well as a \$2,000 donation to support this grant.
- Alissa has submitted the final report for the Humanities Montana media literacy grant. The Library is awaiting the delivery of an interactive display for the Youth section.
- Alissa is working with Dianne Brodd (deputy DES at the county) to update our disaster plan.
- Members of the Board, Friends, and public met May 31st with the County Commissioners to present the Library's budget.
- Alissa has requested a wage savings report from Holly and has begun drafting a budget based on previous years and the current Strategic Plan draft.

Programming:

- Over 200 participants have signed up for Summer Reading Program. Alissa and the Board discussed the merits of having programming for adults on various days of the week vs. a set day. Mary recommends a set day and is excited for the UFO program. Andrea appreciates updates on the Library's social media about programs, and Alissa explained that Drew has been working very hard on those accounts.
- Our Hometown Humanities designation ended in May. We will continue working with Humanities Montana to bring programs to town, but the frequency of these programs will decrease.

Building Updates:

- The Board and Alissa discussed the feasibility of applying for a CDBG in the June cycle and opted to wait for action on that grant until the November cycle.

Communications:

Friends of the Library: (Arlene)

- There is an FOL book sale June 16 from 12-5 PM.
- The FOL is replacing the large overstuffed chairs upstairs and staff are very excited for this.

City Commission: (General)

- The City is working on chickens and parking.
- Gayle is not running for reelection. Andrea reported that Gayle represents Ward 3. Mary suggested considering who might run, since it may be difficult to find someone to fill that position.

Building Committee

- Alissa and Cathy will meet again soon to discuss preparing for the November grant cycle.

Discussion with Public

- None.

Continuing Business:

- Strategic Plan Update:
 - The Board postponed action on this item until more members are present.
 - The Board discussed how to formally recognize members of the public who serve the Library in an increased capacity.
 - Mary suggested that for community-based programming, the people we serve should be involved as early and often as possible. This could include more patron representation in Board meetings and secondary positions, the highest levels of transparency possible, and formalized language around what ex-officio positions (emeritus, teen members, etc.) on the Board are available to the public.
 - Alissa will ask WIRED about teen board members.
- Policy Update Recommendations:
 - After discussion with the City Attorney and other libraries, Alissa recommended reviewing policy sections on a rotating basis instead of conducting a block review once every three years, and recommended prioritizing sections for review at this meeting. She suggested starting with the Statement of Concern process, a Staff Rights section based on the Missoula Public Library's policies, and the Meeting Room policy.
 - The Board discussed the Bitterroot Public Library's Statement of Concern process, which includes the formation of a committee to process requests. Mary raised questions about how the committee is selected and suggests drawing from ex-officio members of the Board.
 - Alissa provided an overview of Missoula's Staff Rights section, which includes the right to be respected at work, and talks about the support for this policy from MPL staff at the recent Montana Library Association conference.
 - The Board recommended that Alissa begin reviewing the Meeting Room policy by bringing questions about building access to the Building Committee. More generally, they suggested adding cameras to the building for increased security.
 - Mary recommended including a complete block policy review every so often to ensure no policies conflict.
 - Mary moved to indefinitely extend the policies and review them section-by-section, with the selection process to be addressed at the next meeting. Mariah 2nd. All in favor.
 - When discussing the Statement of Concern policy, the Board and Alissa also discussed the recent controversy over the June teen book club pick, *Heartstopper*. Alissa explained that the Library has a statistics program that allows us to generate lists of top-circulating titles for sections. To

choose May and June teen book club picks, we generated a list of the five most popular titles in the YA section and asked teens to vote on which they'd like to read for the club. They chose *A Good Girl's Guide to Murder* for May and *Heartstopper* for June. The teen book club is a completely optional part of SRP and equal points can be gained elsewhere.

- Mary suggested posting the selection process on the Library's website.
- The Board expressed support for staff and Alissa thanked them for their support.
- (Mariah signs off at 3 PM.)

New Business:

- Budget Priorities
 - Alissa gave an overview of resources she would like to add, including the courier system for Partners, Hoopla, Kanopy, and home-schooling databases. She will also be requesting a raise. (Other Library Staff are part of the Union and receive regularly-scheduled raises as outlined in the Collective Bargaining Agreement for the City.)
- Banned Books Week Q&A
 - Andrea suggested continuing this event and expanding the audience. Jean supported the idea and offered St. James. Alissa suggested rotating to the Presbyterian church. She will look more into available options.
- Mary is more comfortable with staff taking meeting minutes after staff rights discussion.
- Jean will be gone for next month's meeting; Mary will be gone but would prefer for everyone to be present for policy reviews. The first topic for review – the selection and reconsideration process – will therefore be broken out over July and August to ensure all Board members can be present for at least part of the discussion.

Trustee Minute

- Mary visited the Montana Book Center and is reading about UFOs; the Board discussed past library programming, including an event on time-travel.

(3:24PM Andrea moved to adjourn, Mary 2nd. All in favor. Meeting adjourned.)

NEXT REGULAR BOARD MEETING: Thursday, July 20, 2023 at 1:30PM at the Library. Respectfully Submitted: Alissa Wolenetz, Library Director.