


<b>Minutes of the Workshop Meeting</b>	
<i>Lewistown Public Library</i>	
	
Lewistown Public Library Board of Trustees	Thursday 8/17/2023 1:30 pm – 2:50 pm Lewistown Public Library

**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.”**

**1:30 PM Call to order -- roll call** – Regular meeting of the Library Board of Trustees was called to order by Mariah Shammel. Mariah Shammel, Arlene Mari, Gayle Doney, Andrea Payne. Director: Alissa Wolenetz. Library Staff: Brittney Uecker. Excused: Mary Callahan Baumstark, Jean Collins.

**Appoint Recorder of Minutes:** Brittney Uecker

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

**Revisions to the Agenda:**

- Add action item to form hiring committee for Youth Services Librarian position under New Business.

**Comments for the Good of the Library:**

- None.

**Disposition of Minutes:**

- Gayle moved to approve the July 20 regular meeting minutes, Andrea 2<sup>nd</sup>. All in favor.

**Financial Reports:**

- A new budget has not yet been approved so revenue received is showing negative. The City Commission will vote on a preliminary budget at their next Commission meeting and the Board will vote to approve the preliminary budget at the next Board meeting.
- Central Electric changed light bulbs and looked at the bathroom ventilation system, so we can expect a large bill coming in from them under 366 Building Maintenance.
- The Jean Hassler estate disbursement will be coming to CMF soon.
- Gayle moved to approve the June claims, Andrea 2<sup>nd</sup>. All in favor.

## **Director's Report:**

### *Statistics*

- Alissa added a column to show the percent change in statistics compared to the same week the previous year. Circulation, number of patrons, and volunteer hours are up from last year. Toddler story time attendance is down due to taking a break from daycare visits this summer.
- We received the full 7% increase we requested from the county.

### *Admin*

- At the listening session for the ALA: Accessible Rural and Small Communities Grant we decided to allocate \$5000 for art carts, \$3500 for audiobooks, and \$3500 for letters.
- Our Smart display purchased with the Humanities MT Media Literacy grant has been installed and is in use.
- Alissa has set up ASPEN accounts for all board members to track CE and do trainings. Additionally, Snowy Mountain Development is bringing in Dan Clark from MSU to do a basic training for government boards that may be useful for board members to attend.
- Finalizing annual plans is on hold until staff capacity is determined.

### *Programming*

- Drew and Alissa are working with the News-Argus and other entities to formulate an education-based series about unsolved murders in Fergus County.
- Misty is starting a book club focused on mystery, true crime, and paranormal events to occur the first Tuesday of the month beginning September 5.
- The final meeting of the WWII Book Club will be August 29 as Sue prepares to shift her hours.
- Board discussed younger patrons who are interested in adult programs such as book clubs and how to handle age restrictions with programs.
- Susan Gianforte visited the Library on Wednesday to discuss DPIL and its impacts and funding. The News-Argus was also in attendance.

### *Building Updates*

- Cathy and Alissa toured the building with Mosaic on Wednesday and received lots of advice, including ideas about accessibility, bathroom ventilation, and the EFIS exterior.

## **Communications:**

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

- The August Buy One Get One Free sale made \$595 and cleared out a lot of inventory. There will be another BOGO sale on Friday.
- Drew requested funding from FOL for black-out shades for upstairs for movie nights. Arlene will present this to FOL. Funds for newspaper digitizing was also discussed.

### **Commissioner's Report: (Gayle)**

- Commission is working on budgets.
- A parking survey form about changing downtown parking ordinances is being distributed around town.

### **Discussion with the Public:**

- Mary Jo Hamling suggested caulking or patching be done on the exterior where the places water is getting in can be seen.
- She expressed appreciation for the Board for all they do for the Library.
- She shared an article from KRTV News about Susan Gianforte and the statewide funding of DPIL.
- Replacement chairs for the meeting room are being kept at Weir Furniture until the current chairs are auctioned off. Bidding closed on August 31.

### **Continuing Business:**

- 2<sup>nd</sup> review of new Intellectual Freedom and Concerns About Library Resources Policy:
  - Alissa met with the City Attorney to discuss changes to this policy. She suggested consistency in using the term ‘Statement of Concern’ and changing the final line to ‘the Board’s decision is final.’
  - Alissa clarified that the Board Chair would select members of the review committee, including the community member.
  - Alissa will make a checklist to use as documentation for when each step of the reconsideration process has occurred.
  - Gayle moved to approve the new Intellectual Freedom and Concerns About Library Resources Policy, Andrea 2<sup>nd</sup>. All in favor.
- Review and approval of FY 24 budget
  - Board reviewed the proposed budget prepared by Alissa showing a general breakdown of revenues and expenditures for every fund. She highlighted places where she is waiting for more information.
  - Gayle moved to approve this budget as the final budget pending receiving the remaining information from the City Financial Officer, Andrea 2<sup>nd</sup>. All in favor.

### **New Business:**

- Chokecherry booth
  - The building will be closed on September 9 during the Chokecherry Festival with the option for staff to take vacation or work shifts at a Library booth.
- Upcoming holidays and closures for August 2023-2034
  - Gayle moved to approve the proposed holiday closures, Andrea 2<sup>nd</sup>. All in favor.
- Youth Services Librarian hiring

- o Brittney's last day as Youth Services Librarian will be September 8. She is willing to help with training and be on the hiring committee to fill this position, so Alissa will request she remain on payroll.
- o **Mariah and Andrea volunteered to represent the Board on the hiring committee.**
- o Alissa has made changes to the job description, including changing 'required' to 'preferred' experience.
- o Gayle moved to approve that Alissa begin advertising for the Youth Services Librarian position at 32-40 hours per week with a modified job description in collaboration with the union, Andrea 2<sup>nd</sup>. All in favor.

### **Trustee Minute**

- Mariah is reading "Finley Donovan is Killing It". Gayle is reading "Devil's Food Cupcake Murder". Andrea has been reading several Jodi Piccoult's.

*(2:50 PM Gayle moved to adjourn, Andrea 2<sup>nd</sup>. All in favor. Meeting adjourned.)*

**NEXT REGULAR BOARD MEETING: Thursday, September 21, 2023 at 1:30 p.m. in the Upstairs Meeting Room. Respectfully Submitted: Brittney Uecker, Librarian.**