



### **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.*

**10:35 AM – Call to order -- Roll call** – Regular meeting of the Library Board of Trustees was called to order by Jean Collins. Present: Jean Collins, Arlene Mari, Gayle Doney, Andrea Payne, Mary Callahan Baumstark (via Zoom). Excused: Mariah Shammel. Library Staff: Alissa Wolenetz and Drew Kettering.

**Appoint Recorder of Minutes:** Drew Kettering

**Reading of the Mission Statement:** Andrea Payne

### **Revisions to the Agenda**

- Chiara, the new Youth Librarian, will be introduced during the Director’s Report.

**Comments for the Good of the Library:** None.

### **Disposition of Minutes**

- October Regular Session:
  - Arlene pointed out three errors in the October Regular Session minutes. On page 3, she noted the awkward use of the word “spelt,” a spelling more commonly used in England. On page 7, she noted an extra 0 in \$1,000,000. On page 10, she noted that there was no date for the November meeting.
  - Gayle moved to approve the October Regular Session minutes as amended. Andrea 2nd. All in favor.
- October Executive Session (Director’s Evaluation):
  - Andrea moved to approve the October Executive Session minutes. Mary 2nd. All in favor.
- October Special Meeting (Hiring Action):
  - Gayle moved to approve the October Special Meeting minutes. Andrea 2nd. All in favor.
- Amendment to September Regular Session minutes:
  - Gayle moved to approve amending September Regular Meeting minutes to include redactions to public comment as approved by the City Attorney. Andrea 2nd. All in favor.

### **Financial Reports**

- Alissa has not yet received vacancy savings and wage breakdowns from the City. Gayle will inquire about this at the next City Commission meeting.
- Gayle suggests contacting Public Works to have an irrigation meter installed to reduce sewer bills. Members of the Board commend Matt, the interim director of Public Works, for his work.
- Additional funds from the Hassler Estate are now available.
- Alissa needs to get a rerun of the September report for the 2706 Library Trust (Book Station Fund).
- Mary moved to approve September and October claims. Andrea 2nd. All in favor.

## **Discussion of Director's Report**

### **Staffing and Training**

- Alissa introduced Chiara VanderBeek as the new Youth Services Librarian. Chiara has worked at Highland Park and was also our most recent summer seasonal employee.
- Alissa and the Board discussed the possibility of filling the 12 hours of funded staff time remaining under our current MOU with a member of the community. Mary volunteers to be part of the hiring panel. Alissa is interested in reallocating workload to distribute specific tasks to this new hire and will look into starting them at a higher pay grade to support this.

### **Training**

- Alissa invited the Board to attend the 2024 Montana Library Association Annual Conference, which will take place April 17-20, 2024 at the Copper King Hotel & Convention Center in Butte, America. Board members should let her know by the end of January.

### **Other Notes**

- Alissa included "Your Work Matters Too" in the board packets this month, which was appreciated by Board members. Andrea is attending a meeting of the Bitterroot Public Library later this month. No updates as of yet on MSU-Extension training.
- Alissa suggested tabling discussion of annual programming plan until spring, when it can be discussed in conjunction with a new budget.

## **Communications**

### **Friends of the Library - Arlene**

- The November Book Sale made \$663.
- Donations for Santa's Seconds will be accepted starting this week.
- FOL has committed the matching funds required for the CDBG. They have also approved a \$5,000 budget for Chili Bowl.
- Author dinner is coming up soon. The Board discussed the importance of local catering for this event.

### **City Commission - Gayle**

- Dani Buehler is the new Commissioner for Ward 3.
- Chickens were voted down. The focus of the Commission is now a Master Growth Plan.
- Gayle also noted that Shelter Solutions is a separate entity from the City.

**Discussion with the Public:** None.

**Continuing Business**

- Alissa would like to consider action on a revised Collection Management Policy at the next meeting. This policy is modeled after the Billing Public Library's documents. Alissa would like to make minor revisions to consolidate sections. The Board would appreciate extra time to consider this step.

**New Business**

- Alissa and Mary briefly discussed details needed for the hiring panel (see above).
- The Board decided to reschedule the December board meeting to the 7th at 1:30pm to avoid conflicts with the holidays. Mary mentioned that she will be less available starting in December, but looks forward to meeting by Zoom. Gayle announced that she would like to hold the last meeting at her house, as long as that fits with Montana's Open Public Meeting laws. (Everyone is looking forward to seeing Gayle's new wine rack that she got in Hilger.) *N.B.: After discussion with the City Attorney, the Board meeting for December was canceled in favor of a farewell party for Gayle at which no library business was discussed.*

**Trustee Minute**

- Andrea is watching the TV adaption of *Lessons in Chemistry*.
- Gayle is reading *Skeleton Man* and is watching the *Dark Wind* series. She also suggests the new Ken Burns documentary on bison and the book *Killers of the Flower Moon*. (Mary notes that Lily Gladstone is a Montanan). Gayle also relays that buffalo chips are in fact buffalo poop!
- Mary is reading *Joyful Militancy*, which is about the need and power of joy.
- Jean has been so busy that most of her reading has been rather light.
- Arlene has been reading mysteries by Sarah Andrews, a suggestion from her geologist husband. They are okay and have lots of detailed descriptions of rocks.
- Gayle and Mary are also both interested in *Botany of Desire* by Michael Pollan.

*(11:40AM Jean moved to adjourn, Andrea 2<sup>nd</sup>. All in favor. Meeting adjourned.)*

**NEXT REGULAR BOARD MEETING: Thursday, December 7, 2023 at 1:30PM.** *(N.B.: Meeting later canceled until January.)* **Respectfully submitted by Drew Kettering, Librarian.**