



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 is called to order by Jean Collins. Trustees Present: Jean Collins, Arlene Mari, Andrea Payne, Mariah Shammel (via Zoom), Dani Buehler. Absent: Mary Callahan-Baumstark. Library Staff Present: Alissa Wolnetz, Chiara VanderBeek and Drew Kettering.

Appoint Recorder of Minutes: Drew Kettering.

Reading of the Mission Statement: Dani Buehler.

Revisions to the Agenda

- None.

Comments for the Good of the Library:

- Alissa noted that Jennifer Saunders brought the Library Saint Valentine’s Day cupcakes.

Disposition of January 2024 Minutes

- Andrea moved to approve the January 2024 minutes. Mariah 2nd. All in favor.

Financial Reports

- Alissa will look into the billing process and timeline for the County share.
- Dani volunteered to help staff look into installing irrigation meters for the LPL and Book Station, and noted that water budgets should be increased in the next budget cycle.
- Andrea moved to approve the November claims. Dani 2nd. All in favor.
- Andrea moved to approve the January claims. Dani 2nd. All in favor.

Discussion of Director’s Report

Administration

- The LPL did not receive a Community Development Block Grant in the November 2023 cycle; however, Alissa and Cathy will reapply in the March 2024 cycle after implementing suggestions from grant reviewers. Grant reviewers were impressed by the quality and quantity of letters of support for this project and the number of library users in Lewistown. The Board discussed reporting requirements for grants and suggested

that Alissa carve out additional time for this process in the next year if a grant is received.

- The LPL has received a \$500 Big Sky Reads grant from Humanities Montana. The Board and Alissa discussed the LPL's book ordering process and the impact of these funds on clubs.
- The Library is currently advertising for the Trustee opening. Alissa noted that the Board should give their endorsement for a Trustee if they wish to do so at the March meeting.

Programming

- Alissa and Chiara discussed future Youth Programming ideas, including partnering with local organizations and school counselors to teach teens foundational life skills. The Board suggested that Chiara also reach out to the Fergus County Superintendent of Schools about additional resources, including curriculums for homeschooling families.

Library Statistics

- Alissa noted that the trend of our inventory increasing will level off in the next few months with mass weeding, and that the LPL and community are lucky to have the Book Station to help manage discards.

Communications

Friends of the Library - Arlene

- The FOL made over \$840 at the February Book Sale.
- Membership renewal letters have been sent out.
- Storage is getting low so sorting continues.

City Commission - Dani

- The Commission continues to focus on a land use update. There will be an Open House to discuss land use at Central Feed on March 12 from 6PM-8PM.
- The Commission will soon consider a local government review. The LPL could help distribute information about this process.
- A new City Attorney has been hired and will be moving to Lewistown soon.

Discussion with the Public: Dean was present but had no business to discuss.

Continuing Business

- Alissa recommended that updates to Collection Management Policies be tabled until they can be reviewed by the new City Attorney.
 - Dani moved to table policy review. Andrea 2nd. All in favor.
- Alissa updated the Board on Author Dinner news, including a possible date, author, venue, catering, alcohol and tickets. The Board and Alissa discussed how the Board was involved in previous Author Dinners, including ticket sales. Mariah offered to help as needed and Jean welcomes feedback from the Board about formatting for this event.
- The Board discussed scheduling a personalized training with MSU-Extension's Local Government Center versus participating in a statewide training on this topic. Alissa will contact Extension about scheduling a training here at the LPL on Thursday, March 7th, and will ask Extension about public notice requirements for this meeting.

New Business

- Alissa requested that the Board approve the hire of a summer seasonal at 20 hours per week for 10 weeks. Andrea moved to approve. Mariah 2nd. All in favor.
- Mariah volunteered to join Alissa and Chiara for the summer seasonal position hiring panel..
- Alissa requested approval of her personnel recommendation. Dani moved to approve. Andrea 2nd. All in favor.
- The Board, Alissa, and staff discussed ways to increase retention and ensure that the LPL is a competitive employer as additional businesses begin recruiting in the area.

Trustee Minute

- Dani is still reading *The Magician's Daughter*, and is not sure she would recommend it. She has been watching the Great British Baking Show and making homemade puff pastry.
- Andrea continues her reading of Jodi Picoult's novels and noted her ability to write on so many different subjects.
- Mariah has mostly been calving and wrangling children.
- Arlene finished another David Baldacci novel and noted that the amount of research for each novel is impressive.
- Jean is preparing for Lent.
- Alissa is reading a book called *Spineless* about jellyfish.
- Drew just finished rereading *The Hobbit* and is considering rereading the LOTR trilogy.
- Chiara just started reading *Nettle and Bone*.
- Dean just finished a biography of Walt Disney and enjoyed the film *Mary Poppins*.

(3:13PM Jean moved to adjourn, 2nd. All in favor. Meeting adjourned.)

NEXT REGULAR BOARD MEETING: Thursday, March 21, 2024 at 1:30 PM

Respectfully submitted by Drew Kettering, Librarian.