

# Lewistown Public Library



**Regular Meeting Minutes  
Lewistown Public Library  
Board of Trustees**

**Tuesday, July 30, 2024  
1:31 PM– 3:40 PM  
Lewistown Public Library**

## **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.*

**1:31 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, Andrea Payne, Dani Buehler, Mary Callahan-Baumstark and Mary Jo Hamling. Absent: Mariah Shammel. Library Staff Present: Alissa Wolenetz and Chiara VanderBeek.

**Appoint Recorder of Minutes:** Chiara VanderBeek.

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

## **Revisions to the Agenda**

- None.

## **Comments for the Good of the Library**

- None.

## **Disposition of May 16, 2024 Regular Meeting Minutes**

- Date and time for the next Board meeting were corrected.
- Andrea moved to approve the minutes, Dani 2nd. All in favor.

## **Disposition of June 7, 2024 Work Session Minutes**

- Andrea moved to approve the minutes, Dani 2nd. All in favor.

## **Financial Reports**

### **May 2024 Claims**

- Mary moved to approve, Andrea 2nd. All in favor

### **June 2024 Claims**

- Dani moved to approve, Mary 2nd. All in favor.

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

### *Grants and Finances*

- The Board discussed changes in Library endowments over time. They would like more specifics on donations and interest for endowments.
- Due to staff turnover at the Department of Commerce, the CDBG start date may be pushed back; the final end date for the project is December 2026.
- The ALA is interested in featuring the Library's project with CMMC in an upcoming showcase of grant recipients.
- Alissa will assemble a fundraising panel to help her and Drew with annual events by the end of August.

### *Statistics*

- The Board would like to see program sponsorships by the Friends represented in the Library's monthly financial statistics.
- The number of new patrons per month is increasing.
- Collection totals are steadily increasing; a mass weeding will be necessary in the next year to discard unused, outdated, and damaged items.

### *Programs*

- Chiara is interested in extending the Summer Reading Program teen program year-round.
- Alissa is working on monthly programs for adults.
- 476 children attended the Free Scholastic Book Fair sponsored by the Friends.

## **Communications**

### **Friends of the Library - Mary Jo Hamling**

- The FOL will have a special book sale for teachers before school starts.
- The FOL made \$501 in the last BOGO sale.
- There is a collection of classical music CDs available at the Book Station.

### **City Commission - Dani**

- The City Commission has started the budget process, and is also working more generally on zoning and city planning.
- Tim Robertson joined the City Commission representing Ward 3.

## **Discussion with the Public**

- None.

## **Continuing Business**

- Discussion on presentation for County Commission
  - The Board would like to present the Library's Annual Report to the County Commission in September. Alissa will check with the County for available dates.
- Discussion of Annual Report for City Commission
  - Alissa reviewed her presentation for the City Commission with the Board. The Library's presentation is scheduled for August 5th at 6 p.m. during the Committee of the Whole.

- Preliminary FY 25 Budget
  - Discussion of FY 24 End of Year Totals
    - The Board reviewed revenues and expenditures for all Library funds for FY 24. Items of note included the following:
      - Programming expenditures, which were higher than anticipated due to a change in how supplies were purchased for the Libraries Transforming Communities project with CMMC;
      - Miscellaneous equipment expenditures, which were lower than anticipated due to the printer lasting longer than expected;
      - Summer Reading Program revenues, which were lower than budgeted, in part because all Author Dinner revenue was deposited into general Contributions and Donations rather than the SRP-specific fund; and
      - The Board/City depreciation fund contribution for FY 24, which is pending, but has been deposited.
  - Preliminary Budget for FY 25
    - The Board discussed potential revenues and expenditures for FY 25, but declined to approve a final budget until personnel figures were received from the City. Discussion included increases to collection and programming budgets, as well as a mass tech update.

### **New Business**

- Director's Annual Salary Adjustment
  - Dani moved to increase the Director's salary to \$55,000 per year, Andrea 2nd. All in favor.

### **Trustee Minute**

Dani thinks it is valuable to have Board meetings every month.

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

**NEXT BOARD MEETING: Monday, August 5th at 12 PM (Virtual)**

*Respectfully submitted by Chiara VanderBeek, Librarian.*