

# Lewistown Public Library



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

**Wednesday, Aug. 28, 2024  
1:58 PM - 3:38 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.*

**1:58 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 (left at 3:00 PM), Mariah Shammel, Mary Callahan-Baumstark (joined 2:30 PM) and Mary Jo Hamling. Library Staff Present: Alissa Wolenetz and Chiara VanderBeek.

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

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

**Revisions to the Agenda:** The building walkthrough item was moved to first on the agenda.

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

**Public Comment on All Agenda and Non-Agenda Items:** None.

## **Disposition of July 30, 2024 Regular Meeting Minutes**

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

## **Disposition of August 5, 2024 Special Meeting Minutes**

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

## **Financial Reports**

- Mariah moved to approve July 2024 claims, Andrea 2nd. All in favor

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

*Statistics:* There were over 1,000 people for programming in July, mainly from the FOL Free Book Fair (497) and the free pool day (300+).

*Staffing and Training:* The Board discussed whether any of them might be able to attend the upcoming MLA Fall Retreat.

### *Administration*

- Our MSL Consulting Librarian will attend the next Board meeting. General topics of interest include budgets, committee formation, and succession planning. Because the Board's Memorandum of Understanding (MOU) with the City of Lewistown is up for renewal, the Board would also like to request more information about other such agreements around the state. In the meantime, Dani will review the current MOU and present recommendations at the next Board meeting. Alissa will ask the Consulting Librarian to be present for an extended meeting from 1-5 PM.
- The Board discussed the idea of adding regular monthly work sessions in addition to business meetings, but opted to stay with calling ad-hoc sessions as need arises or pairing a work session with an existing meeting.

### **Communications**

#### **City Commission - Dani Buehler**

- The City Commission is finalizing the budget.
- Invasive Eastern Heath snails have recently been found in Lewistown. Dani gave an overview of species identification and management and brought information for the Front Desk.

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

- The Book Station shed is overflowing with the number of donations. There will be a special sorting day on Tuesday, September 10th at 10 AM to help process books.
- There will be no sale during Chokecherry weekend. The next sale will be September 13th and 14th.
- To thank retired FOL officers, there will be a social on September 25th in the Library's upstairs meeting room.

**Discussion with the Public:** None.

### **Continuing Business**

- *Building walkthrough and overview of Library Master Plan needs*
  - The Board toured the building to learn about ongoing issues and long-term needs for maintenance and preservation. Alissa and Cathy Moser, Building Committee Chair, presented the timeline for development of a Library Master Plan to address these issues, and requested that a member of the Board consider sitting on the Building Committee.
- *Discussion of Annual Report for County Commission*
  - The Board is scheduled to present their Annual Report during the County Commission's meeting on Tuesday, September 10th at 2 PM. Alissa will notice the meeting so that a quorum of the Board can attend if they wish.
  - Topics for the report include the value of library services (Mary Jo), the upward trend in usage (Andrea), and the impact of this year's Book Fair and Pool Day (Mariah). To prepare for this meeting, Mariah will ask the Commissioners if they need any additional information from the Library and Mary C.B. will ask local educators to attend.

## **New Business**

- *Board Officer Elections (September 2024 to June 2025)*
  - Mariah moved to appoint Mary C.B. as Board Chair. Andrea 2nd. All in favor.
  - Andrea moved to reappoint Mariah as Board Vice-Chair. Mary C.B. 2nd. All in favor.
- *Holiday Closure Dates*
  - Andrea moved to approve closing the LPL for all Union-recognized holidays indefinitely, including day-of for Tuesday-Saturday holidays and the preceding Saturday (5h) and Friday (3h) for Monday holidays. Mary 2nd. All in favor.
- *Chokecherry Festival Closure*
  - Mary C.B. moved to approve closing the LPL for Chokecherry Festival to avoid overloading plumbing systems. Andrea 2nd. All in favor.

## **Trustee Minute**

Andrea is reading *The Parrot and the Igloo*. Jean is looking forward to a documentary screening at St. James about climate change and how it affects the poor during Creation season. Mariah is waiting for *Amazing Grace Adams* on Libby and may opt to check it out at the Library instead.

**(3:38 PM** Andrea moved to adjourn, Mariah 2<sup>nd</sup>. All in favor. Meeting adjourned.)

**NEXT REGULAR BOARD MEETING: Thursday, September 19th at 1:00 PM**

*Respectfully submitted by Chiara VanderBeek, Librarian and Alissa Wolenetz, Director*