Lewistown Public Library

Regular Meeting Minutes
Lewistown Public Library
Board of Trustees

Thursday, May 20, 2025
1:00 PM
Lewistown Public Library

<u>Mission Statement</u>

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.

1:09 PM – Call to order – Roll call – Regular meeting of the Library Board of Trustees called to order by Mary Callahan-Baumstark. Trustees Present: Mary Callahan-Baumstark, Dani Buehler, Mariah Shammel, Andrea Payne. Excused: Jean Collins and Mary Jo Hamling. Library Staff Present: Alissa Wolenetz. Guests: Holly Phelps, Tyler West.

<u>Appoint Recorder of Minutes:</u> Alissa.

<u>Reading of the Mission Statement:</u> Dani.

<u>Revisions to the Agenda</u>: None.

<u>Comments for the Good of the Library</u>: Nancy’s memorial service was lovely. It is good to have Andrea back.

<u>Public Comment on All Agenda and Non-Agenda Items:</u> None.

<u>Disposition of April 17, 2025 Regular Meeting Minutes</u>

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

<u>Financial Reports</u>

- Mariah moved to approve April 2025 Claims, Andrea 2nd. All in favor.

<u>Discussion of Director’s Report</u>

- The Library will move forward with funding Wi-Fi hotspots for next fiscal year locally. The Board discussed options for a website update. After recently meeting with the Montana Department of Commerce, Holly reported that the best course of action seems to be moving forward with our CDBG ASAP .

Communications

Friends of the Library - Mary Jo Hamling (Via Text)

- The next book sale will be Friday, June 20th from 12-5 PM.

City Commission - Dani Buehler

- The City Commission recently toured the water treatment plant. They approved an MOU for tree management with the Lewistown Downtown Association. It is budget season.
- There are four spots up for re-election in the next coming election cycle.

Continuing Business

- *Memorandum of Understanding with City of Lewistown (Status update, discussion, and action on any proposed changes)*
  - Holly and Tyler presented updates to the MOU. Changes include the following:
    - Clarifying that the City will pay for up to 11,440 hours of permanent staff time at any pay grade each year.
    - Budgeting for permanent employees from the General Fund and temporary/seasonal employees from the Library Fund. The Board requested more information on the impact of this change.
    - Removing hiring freezes, which have not been utilized to date, so that the Library can hire immediately without a waiting period or budget amendment (if personnel costs are moved to the General Fund).
    - Establishing that no City General Funds will be used for temporary/seasonal employees, and that funding for additional employees will be the responsibility of the Board.
  - Existing buyouts will be funded through vacancy savings and any funds remaining at the end of the fiscal year.
    - Shortening the renewal notice period to 90 days prior to end of agreement (instead of the proposed 180 days).
- *Scheduling time for June Regular Meeting (Discussion)*
  - The Board will meet at 1 PM on June 17th, with a closed session for personnel evaluation to follow. Alissa will provide information on the Montana State Library's salary survey, Staff and Director job descriptions, and the Montana Association of Counties' Cost of Living Adjustment calculations.
  - In the future, the Board would like to assemble a process and calendar for Director salary adjustments, evaluations, and all budget procedures.

New Business

- *Transfer total funds spent on Library materials (e.g., books and videos) from Central Montana Foundation to City of Lewistown for FY25 (Action: Approve, disapprove, or table transferring final amount spent on Library materials from CMF to City by end of fiscal year)*
  - The Board moved to transfer the total amount spent on books and materials from CMF to the City once purchases are complete. Of these funds, $10,000 will be allocated from the Book Fund (after an anonymous $10,000 to update youth

collections earlier this year) and the remainder will be allocated from the General Endowment (minus any donations or other revenues for this Fiscal Year in the 2200 Joint City-County Library Fund that can be put towards this purpose). Dani moved to transfer funds, Mariah 2nd. All in favor.

Trustee Minute: The Board discussed current staff capacity and the positive impact of an MOU with the City.

2:46 PM *Dani moved to adjourn, Andrea 2nd. All in favor. Meeting adjourned.*
Respectfully submitted by Alissa Wolenetz.