Lewistown Public Library

Regular Meeting Minutes
Lewistown Public Library
Board of Trustees

Tuesday, June 17, 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.

1:15 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 and Mary Jo Hamling. Excused: Jean Collins. Library Staff present: Alissa Wolenetz. Drew Kettering

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

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

<u>Revisions to the Agenda</u>: The Director evaluation has been postponed due to late surveys.

<u>Comments for the Good of the Library</u>: The Board Meeting minutes for April need to be added to the website.

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

<u>Disposition of May 20, 2025 Regular Meeting Minutes</u>

- Corrections from May's minutes include: Removing the "-" in Callahan Baumstark, and clarifications in the Continuing Business and New Business summaries.
- Dani moved to approve the March minutes, Andrea 2nd. All in favor.

<u>Financial Reports</u>

- Alissa explained adjustments to the May claims and other expenses that will be added.
- Comments about moving away from Amazon ordering to more local or more direct vendors.
- Past spending practices were discussed as well as updating succession planning to include budget planning expectations.
- Andrea moved to approve May 2025 Claims, Mariah 2nd. All in favor.

Discussion of Director's Report

- *Summer Reading Program:* There have been a combined 400 sign ups for Children and Adults SRP. Many of the prizes this year were donations and other prizes were paid for via the Town Pump grant. Over 300 kids came to the free Scholastic Book Fair! The first of the Adult programs with Steve Hughes, Cathy Moser and Arnon Hurwitz was very well attended. Thank-you cards for prize donators and SRP guests could be filled out at the next Board Meeting.
- *Building:* Members of the FOL are looking into City licensed contractors to fix the Book Station gutters. Misty has helped secure lawn care for the summer. John Payne will be helping to install an outdoor security camera and it was suggested we involve the police department for best camera placement. There will be a sign notifying filming to the public.
- *Technology:* The loaner copy machine has now been purchased, but adjustments to previous billing invoices are still in process. Setup for Hoopla and Kanopy are in process and will be ready for fall roll out. Misty is working with the State Library to get the WiFi Hot Spots in order for our taking over of the program.
- *Local History*: Drew has shifted the Local History section around and is working on a number of projects to help make the collections more accessible, particularly digitally.
- *Staffing:* The summer intern from Stanford will arrive next week, and recommendations for local recreation and food from the Board is appreciated. School is out and Polly is now working 30 hours a week with Jamie and Sue filling out remaining hours. The process of hiring for a full-time employee will begin at the end of July.

Communications

City Commission - Dani Buehler

- The Commission visited the pool and will visit the Library in the future.
- A new snow removal plan is taking shape and Dani will bring a route map to the next meeting.
- Parking and code enforcement has also continued to be discussed.
- KellyAnne has announced she is stepping down from the Commission and Dani will be moving positions to Vice Chair.

Friends of the Library - Mary Jo Hamling

- There will be a mid June sale on Friday, June 20th from 12PM-5PM.
- The July Book Sale will happen the second weekend so as to avoid July 4th.
- Mary Jo may send a note to teachers or look for bulk buyers as stock is going beyond doubles and into multiples for many authors.

Continuing Business

- The budget was discussed line by line and then as a whole, with much of the discussion focusing on the Books & Audiovisual budget.

Mary excused herself from the Meeting at 3:07PM

- Dani moved to approve the agreed upon budget with Books and A/V at $27,000 and a total budget of $154,200, Andrea 2nd, all in favor.
- Dani requested a PDF version of the budget be e-mailed to the Board.

New Business

- No new business was discussed.

Trustee Minute: No Trustee Minute

Scheduling for the next Board Meeting will be decided by e-mail.

3:29 PM *Dani moved to adjourn, Andrea 2nd. All in favor. Meeting adjourned.*
Respectfully submitted by Drew Kettering.