Lewistown Public Library

Regular Meeting Minutes
Lewistown Public Library
Board of Trustees

Wednesday, July 16, 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, and Andrea Payne. Excused: Jean Collins and Mary Jo Hamling. Library Staff present: Chiara VanderBeek and Alissa Wolenetz.

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

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

<u>Revisions to the Agenda</u>: Added scheduling for a Board work session for the Director's evaluation.

<u>Comments for the Good of the Library</u>: None.

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

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

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

<u>Financial Reports</u>

- Nancy's buyout was funded through vacancy/personnel savings.
- City departments are wrapping up claims for Fiscal Year 25, including services provided on a monthly basis in June that were invoiced in July.
- Discussion of CMF interest structure and budgeting within annual interest. Mariah suggested calculating a 4% interest rate instead of the 3.75% (4% minus the 0.25% administrative fee for CMF) rate currently shown.
- Mary suggested bookmarking donations and fundraising conversations until a later meeting.
- Andrea moved to approve June 2025 Claims, Mariah 2nd. All in favor.

Discussion of Director's Report

- The Library's annual presentation for the City Commission is coming up soon. Alissa will update the one-pager given to the County Commission. Andrea and Mariah both can attend.
- Summer Reading Program was a marked success. Over 375 children and over 100 adults registered for the program. Mariah was excited about the wonderful Youth Program!

Communications

City Commission - Dani Buehler

- The City is continuing to address issues with the Water Plant. There is an abundance of dogs and cats on the loose, and some discussion of a public pound. The City is moving through budgeting season. Dani also brought a draft map of Snow Removal Routes (discussed at a previous Board meeting).

Friends of the Library - Alissa Wolenetz

- The FOL is having a mid-month sale next weekend.

Continuing Business

- *Annual budget timelines and Fiscal Year 2026 budget finalization (Discussion and Action)*
    - Mary suggested developing timeline information to use in the future.
    - Alissa followed up on several questions from the last Board meeting. The City recommends ensuring that we have a healthy, balanced budget representing maximum spending limits. Budget amendments should only be done in case of emergencies or sudden windfalls, and should not be used to address routine needs.
    - Alissa also followed up with the Central Montana Foundation to better understand the new process for calculating annual interest and the amount we might expect for next year. She recommends basing our budget on the current trajectory of those funds, then revising spending downward as needed in January if the stock market significantly lowers.

  Collections
    - Based on the amount of interest currently predicted, Alissa recommends restoring the Library's physical collections budget to FY 25 levels so that we can provide the same level of service.
    - Dani suggested that the Board could restore the budget to FY 25 levels, then review in December to see if they want to decrease spending at that time.
    - Dani moved to restore the collections budget to FY 25 levels at $33,800, Andrea 2nd. All in favor.

  Depreciation Fund Use
    - Starting in FY 26, the City will only fund 11,440 hours/year (the equivalent of 5.5 FTEs). That means that the Library will have to find other funding for personnel costs like summer help and any temporary employees. The City has recommended using the Library's cash carry forward reserves for this.

- To avoid depleting the Library's cash carry forward reserves, Alissa recommends paying for furniture and technology purchases in FY 26 from the Library's Depreciation Fund instead of its cash carry forward reserves.
- Dani stated that these should be one-time purchases, and that the Depreciation Fund should not be regularly used on an annual basis.
- Dani moved to transfer expenses for furniture and technology to the Depreciation Fund, Mariah 2nd. All in favor.

Overall Budget Amendment

- The Board moved to change the budget as a whole to reflect increasing the collections budget and transferring expenses to the Depreciation Fund. Andrea moved, Mariah 2nd. All in favor.

New Business

- *Opening a position for a Librarian II or III at up to 40 hours per week (Action)*
  - The Board discussed what position level should be advertised to meet current needs.
  - The Board determined that a Library I position is not needed, so only a Library II or III position will be advertised
  - Mariah moved to approve opening a position for a Librarian II or III for up to 40 hours per week, Dani 2nd. All in favor.
- *Annual Board position elections (Discussion)*
  - The Board discussed hosting elections for officer positions in August.
- *Director's Evaluation*
  - The Board will meet at the Library at 4:30 p.m. on August 28th in the Genealogy Room to discuss Alissa's upcoming evaluation in closed session.

Trustee Minute: Dani has been contacted by SMDC about their involvement with the CDBG. They have questions about interim funding before grant funds are disbursed.

3:03 PM *Andrea moved to adjourn, Dani 2nd. All in favor. Meeting adjourned.*
Respectfully submitted by Chiara VanderBeek and Alissa Wolenetz.