

# AGENDA

Lewistown Public Library



## Board of Trustees Regular Meeting & Executive Session

**Wednesday, October 15, 2025**

**1:00 p.m.**

Library Meeting Room

- |      |                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                |
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| 1:00 | <b>Regular Meeting</b>                                                                                                                                                                                                                                                                                                                                                                         | Call to order and roll call<br>Appoint recorder of minutes<br>Reading of the Mission Statement |
| 1:02 | Revisions to the Agenda                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                |
| 1:05 | Comments for the Good of the Library                                                                                                                                                                                                                                                                                                                                                           |                                                                                                |
| 1:07 | Public comment on all agenda and non-agenda items ( <i>Guidelines on reverse</i> )                                                                                                                                                                                                                                                                                                             |                                                                                                |
| 1:10 | Approval of September 17, 2025 Regular Meeting Minutes ( <i>Action</i> )                                                                                                                                                                                                                                                                                                                       |                                                                                                |
|      | Approval of September 17, 2025 Executive Session Minutes ( <i>Potential Executive Session, Action</i> )                                                                                                                                                                                                                                                                                        |                                                                                                |
| 1:15 | Financial Reports ( <i>Action</i> ) <ul style="list-style-type: none"><li>■ September 2025 Claims</li></ul>                                                                                                                                                                                                                                                                                    |                                                                                                |
| 1:30 | Director's Report                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                |
| 1:45 | Communications <ul style="list-style-type: none"><li>■ Friends of the Library - Mary Jo Hamling</li><li>■ City Commission - Dani Buehler</li></ul>                                                                                                                                                                                                                                             |                                                                                                |
| 2:00 | Continuing Business <ul style="list-style-type: none"><li>■ Updates on hiring for open Librarian II/III position (<i>Discussion</i>)</li><li>■ Updates on CDBG progress (<i>Discussion</i>)</li><li>■ Updates on training this fall (<i>Discussion</i>)</li><li>■ Review and approve annual budgetary calendar (<i>Action: Approve, disapprove, or table annual budget calendar</i>)</li></ul> |                                                                                                |
| 2:15 | New Business <ul style="list-style-type: none"><li>■ Approve creation of a substitute librarian program to provide coverage when the Library is short-staffed, contingent on Union approval (<i>Action: Approve, disapprove, or table creating a substitute librarian program</i>)</li></ul>                                                                                                   |                                                                                                |
| 3:15 | Trustee Minute                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                |
| 3:30 | Adjournment                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                |

*Next Regular Board Meeting – Wednesday, November 19, 2025 at 1 p.m.*

### Attend Virtually

Link: [bit.ly/lplboardzoom](https://bit.ly/lplboardzoom)

Dial in: +1 253 215 8782

Meeting ID: 859 1249 8105

Passcode: 555165 (You do not need a participant ID.)

### Public Participation

The Lewistown Public Library Board of Trustees welcomes you to its public meeting. The Board appreciates your participation and values your input in our decision-making process. Your input and suggestions are important to the Board as we discuss important issues affecting all of us in Fergus County.

The Board thanks public members for respectfully and courteously providing constructive and valuable information.

The public is invited to speak on any issue under discussion by the Board after recognition by the presiding officer.

Public members who are recognized by the presiding officer shall:

- Stand.
- Give their name and address for the record.
- If applicable, give the person, firm, or organization they represent.
- Address comments to the presiding officer and not to individual members or staff.
- Limit comments to the matter of fact listed on the agenda unless recognized in the 'Public Comment' portion.
- Keep comments to three minutes or less to ensure adequate time for additional comment and Board business.
- Prepared statements are welcome and should be given to the Secretary of the Board. Prepared statements that are also read, however, may be deemed unduly repetitious if they are lengthy. All prepared statements shall become part of the official record.

Impertinent or slanderous remarks towards city officials, staff or other members of the public, or other boisterous, disorderly or disruptive behavior during a Board meeting are not permitted. Swearing, derogatory language, threats, personal attacks, heckling or similar behavior may be considered impertinent and/or disruptive. Any person exhibiting such behavior during the Board meeting may be admonished to cease that behavior or risk being asked to vacate the Board chambers. If such behavior continues after the admonishment, the presiding officer may request that person to vacate the Board chambers, unless permission to remain is granted by vote of the Board.

*\*These guidelines have been modified from those established by the City Commission of Lewistown, Montana.*