Lewistown Public Library

Regular Meeting Minutes	**Wednesday, August 13, 2025**
Lewistown Public Library	**1:00 PM**
Board of Trustees	**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.

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

Appoint Recorder of Minutes: Drew.

Reading of the Mission Statement: Mary Jo.

Revisions to the Agenda: None.

Comments for the Good of the Library: None.

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

Disposition of July 16, 2025 Regular Meeting Minutes

- In “New Business” under the first bullet point add: “The Board determined that a Library I position is not needed, so only a Library II or III position will be advertised.”
- Andrea moved to approve the July minutes, Jean 2nd. All in favor.

Disposition of August 1, 2025 Special Meeting Minutes

- Jean moved to approve the August minutes, Dani 2nd. All in favor.

Financial Reports

- Discussion of employee costs for the next year as well as high school student interns and volunteers with the possibility of creating a program/pathway to Library certifications via the State Library.
- Mariah and Dani will set up a meeting with Bobbi Montgomery to discuss Educational Outreach.
- Dani wants to confirm that Nancy’s package came out of the General Funds.

- The County has decided not to pay the lump sum for wireless hot spots but will continue paying the agreed upon percentage.
- Mariah moved to approve July 2025 Claims, Andrea 2nd. All in favor.

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

- Mariah and Mary will sign for the creation of a building fund at the CMF.
- Alissa has a new automated ILL system which allows patrons to request directly through OCLC. Currently we are not lending, but will continue when we are fully staffed.
- The hiring process will start now that Holly and Nikki are back in town.

➳ It was noted at this time that the Board is incredibly grateful for Mary Jo and Jim Hamling's caretaking of the building. Thank you, Hamlings!

<u>Communications</u>

<u>Friends of the Library - Mary Jo Hamling</u>

- The August mid-month book sale will be the last mid-month sale for the time being.
- The first sale in August made about $700.
- There has been talk of installing a second shed for book sorting or replacing the current one.
- The City has requested insurance information and the FOL Board are working out exactly what is needed.

➳ Alissa let Mary Jo know that Bob will be able to clear the Book Station sidewalks again this winter.

<u>City Commission - Dani Buehler</u>

- Dani was not at the last Commission Meeting but it is budget season.
- Preliminary budgets are due Monday, August 18th.

<u>Continuing Business</u>

- *Monthly Board Happenings were discussed with the possibility of having the Friends included.*
- *Mary discussed the South Central Federation and Andrea offered to attend meetings*.
- *Annual Board Officer Elections*
    - Dani nominated Mary for Chair, all in favor.
    - Mary Jo nominated Mariah as Vice Chair, all in favor.
    - Mary nominated Mary Jo as head of the Joy Committee, all in favor.
- *Update FY 26 budget to reflect finalized County contribution and allow for additional training opportunities.*
    - It was suggested that the training budget be increased to $2,000 for upcoming training opportunities. Mariah moved to approve the $2,000 training budget increase, Andrea 2nd, all in favor.
    - It was suggested that there be a $1,000 increase in the "Computer Supplies" budget to compensate for not receiving the money from the County to pay for the Hot Spot program.

New Business

- *Develop a Board training schedule for this fall and create an annual library budget calendar*
    - Next month, the Board will meet with our assigned Montana State Library Consultant for training on setting up an annual budget and Board action calendar for the next 3 years. Other topics of discussion will include planning for interest generated by CMF funds and reviewing the current Strategic Plan, which runs through 2028.
- *Chokecherry Festival Closure*
    - Dani moved to close the Library for the Chokecherry Festival and Jean 2nd, all in favor.

Trustee Minute: Mariah is enjoying reading "Lula Dean's Little Library of Banned Books" by Kristen Miller. Her mom wrote her name in the book, so you know it's got to be good! Andrea is enjoying reading "Just Mercy" by Brian Stevenson. Alissa enjoyed watching the PBS documentary "Naming the Dead". Mary has been enjoying content by science educator Emily Graslie who is now on the Dino Trail!

***2:40 PM** Jean moved to adjourn, Dani 2nd. All in favor. Meeting adjourned.*
Respectfully submitted by Drew Kettering and Alissa Wolenetz.