

Lewistown Public Library



**Regular Meeting Minutes
Lewistown Public Library
Board of Trustees**

**Wednesday, September 17, 2025
1:00 PM
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.

1:04 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, Andrea Payne, and Jean Collins. Excused: Mary Jo Hamling, Mariah Shammel. Library Staff present: Alissa Wolenetz and Chiara VanderBeek. Guests: Logan Smith, Montana State Consulting Librarian Cara Orban.

Appoint Recorder of Minutes: Chiara.

Reading of the Mission Statement: Andrea.

Revisions to the Agenda: None.

Comments for the Good of the Library: None.

Public Comment on All Agenda and Non-Agenda Items: Logan Smith would love to work with the Library to organize a technology class and discussed several ideas with the Board.

Disposition of August 13, 2025 Regular Meeting Minutes

- Corrected to reflect that Andrea volunteered to attend South Central Federation meetings, not chair the Federation, and that Mary Jo, while extraordinary, does not need to be referred to as “the” Mary Jo. Andrea moved to approve the minutes as corrected, Jean 2nd. All in favor.

Disposition of August 13, 2025 Executive Session Minutes

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

Financial Reports

- Dani confirmed that a recent staff buyout was funded primarily through Library vacancy savings, with the remainder allocated from the City’s general fund.
- A toilet in the men’s restroom had to be replaced.
- Jean moved to approve August 2025 Claims, Andrea 2nd. All in favor.

Discussion of Director's Report

- Discussed training with the Carter County Museum, including collections policies, archives management, and fundraising strategies.
- Hiring for a Librarian II or III at up to 40 hours a week has opened and is being advertised.
- HRDC has partnered with the Library and Union on a work training placement.
- The Library has a high school intern who is doing fantastic work!

Communications

Friends of the Library

- Mary is willing to chair the Chili Bowl Committee. Due to a lack of staff capacity at this time, the librarians have asked that the Friends take a more active role leading and organizing the event this year. Jean and Dani discussed options for public-driven trivia questions and categories.

City Commission - Dani Buehler

- Budget passed. The League of Cities and Towns has worked with the City to resolve audit issues. They recently presented a positive report to the community. The City is moving forward to resolve issues with State financial withholdings through the Department of Administration.
- The City is working with DEQ to restore compliance with wastewater treatment regulations and best practices. As part of this process, the City will no longer be accepting grass clippings.
- *Dani left the meeting to attend another meeting.*

Continuing Business

- *Updates from Fall South Central Federation Meeting*
 - Andrea provided updates from the SCF Fall Meeting. Book club kits from SCF will now include one large-print copy. There will be regional trustee training on October 22nd or 23rd (TBD) in Red Lodge on budget and finance topics, and this will be available over Zoom. The meeting also included training on strategic planning and finances.
- *Personnel Action (Potential Executive Session for Discussion)*
 - *The chair closed the meeting for an executive session.*
 - Jean moved to accept personnel action discussed in Executive Session, Andrea 2nd, but would have preferred more input and attendance from other board members. All in favor.

New Business

- *Training with Montana State Library on budget schedules and annual Board training plans*
 - The Board completed training with the Montana State Library's regional consulting librarian. Topics included developing data-driven budgets around strategic plan goals; understanding inflation and other increases to budget line items over time; reviewing the Montana State Library's recommended budget timeline; carrying enough cash in reserve to maintain services between property tax revenue influxes; understanding the

Library's Depreciation Fund and diversifying usage now that there is a building endowment established at CMF; and staff buyouts.

- *Dani returned to the meeting during this time to attend training.*

Trustee Minute: Jean recently watched the Downtown Abbey finale at the theater and it was wonderful. Mary is reading *The Art of Feedback*. Dani is reading Montana House Bill 252. Andrea has started reading *The Warsaw Orphan* and is enjoying it. Cara is reading *Refuge: An Unnatural History of Family and Place* by Terry Tempest Williams. Alissa is far too excited for the third season of "The Secret Lives of Mormon Wives" and is reading *A Year with the Seals: Unlocking the Secrets of the Sea's Most Charismatic and Controversial Creatures*.

3:37 PM Andrea moved to adjourn, Jean 2nd. All in favor. Meeting adjourned.
Respectfully submitted by Chiara VanderBeek and Alissa Wolenetz.