

Lewistown Public Library



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

**Wednesday, March 18, 2026
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.

1:00 PM – Call to order – Roll call – Regular meeting of the Library Board of Trustees called to order by Board Chair Mary Callahan Baumstark. Trustees Present: Mariah Shammel, Jean Collins, Deb Bowser and Andrea Payne. Library Staff present: None. City of Lewistown Staff present: Holly Phelps (City Manager)

Appoint Recorder of Minutes: Mariah

Reading of the Mission Statement: Andrea

Revisions to the Agenda: None

Comments for the Good of the Library: Mary CB noted that to everyone's dismay, library staff member, Jaime, will be leaving her position at LPL for personal reasons. Her last day is in April but she will remain active with library clubs and discussion groups.

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

Disposition of February 18, 2026 Regular Meeting Minutes

- As the minutes of the February 18, 2026 regular meeting are currently in the LPL director's possession, and neither staff nor Board have access to them, no approval can be made at this time. This will be added to the agenda of the next regular Board meeting.

Disposition of February 26, 2026 Special Meeting Minutes

- Mary CB asked to note in the minutes of February's special board meeting that during the evaluation check-in overview, the entire Board noted and verbally expressed obvious progress in Alissa's Progress Improvement Plan (PIP), recognizing that 60% of the PIP conditions were met.
- Mariah made a motion to accept the minutes as amended, Jean 2nd. Motion passed unanimously.

Financial Reports

- Attention was brought to the "write off NSF check" dated 2/26 in the financial claims, as Board members questioned its meaning. Mary and Holly explained that it was a check received at the library, which had insufficient funds at the time it was deposited. The length of time between

when the check was received and when it was deposited most likely had an impact on its NSF status. That NSF fee has since been paid out of the library's budget.

- Jean made a motion to accept February 2026 claims, Mariah 2nd. Motion passed unanimously.

Discussion of Director's Report

- As Alissa was not in attendance, no Director's Report was given.

Communications

- **Friends of the Library | Mary Jo Hamling**
 - Mary Jo was not in attendance, so no report was given.
- **City Commission | Deb Bowser**
 - Deb reported that their last City Commission meeting went well. The commission heard a lot about downtown parking and other issues affecting Lewistownians but Deb reiterated how great it is to get community input and said she looks forward to their next meeting.
- **Building Committee Report | Andrea Payne**
 - Andrea reported that the Building Committee hadn't met since the last meeting.
 - Holly reported that she reached out to Mosaic Architecture to touch base about the process moving forward. Everything is moving as predicted with work scheduled to begin late summer/early fall.

New Business

- **Accepting the Director's Resignation**
 - Mary CB reminded those in attendance that when Alissa gave her verbal resignation during February's special board meeting she asked the Board to decide on a departure date. The Board wasn't able to make a decision at the time of her resignation as it wasn't an action item noticed on the agenda of the special board meeting. At the time, she gave two options: four weeks from the date of her resignation, as is customary with City Department Heads, or after Summer Reading Program has finished.
 - The Board discussed the two options with much consideration, taking into account all of the changes currently happening and what would be best for the future of LPL. Holly informed everyone that once a decision is made, a certified letter will be sent to the Director letting her know which date is chosen. No matter when the Board decides Alissa's last day will be, City HR will work with library staff to make the transition to Drew and Chiara as seamless as possible until a new director is hired.
 - Andrea made a motion to accept the resignation of Alissa Wolenetz, Library Director, given on February 26, 2026, with four weeks of notice, giving a last date of employment of March 26, 2026. Jean 2nd. Motion passed unanimously.
- **Director's Job Description and Recommendations for Changes**
 - As the library looks for a new Director, the Director's job description should be updated and changed if needed. The Board perused the job description for a bit, but noting the time investment required, Mariah offered to take a deep dive on the document at home and get that to the remaining Board members for approval as soon as possible.
 - Mary asked to create a hiring committee that will work with City HR. Mariah and Andrea volunteered from the Library Board and Holly said her, Nikki or Tyler, would also be a sitting member.
 - Mary asked for a committee that would help library staff during the interim, to make sure needs are being met and questions are being answered as they all move into roles they

- may not be used to and the library will be short-staffed. Mary and Jean offered their services, and will meet with Chiara and Drew weekly to keep everyone on the same page while looking for additional short-term help. They will also ask Mary Jo Hamling if she would be interested in serving on the committee.
- Deb will do research to find a person licensed with the City who could help with shoveling snow, as well as any other maintenance required around the library.

Continuing Business

- There was no continuing business.

Trustee Minute: Andrea is reading “Parable of the Sower” by Octavia Butler and is really enjoying it. Mary is watching “The Pitt” with her husband every evening and is finding it very compelling (and gory). Deb downloaded the Hoopla app and is trying to figure out how to make it work on her slightly outdated iPad. Holly is also using the Hoopla app on road trips and is realizing she likes books in genres outside of her comfort zone. Jean is currently reading books for work and while she finds them intriguing, she doesn’t think anyone else at the table would.

*1:45 p.m. Jean moved to adjourn, Andrea 2nd. All in favor. Meeting adjourned.
Respectfully submitted by: Mariah Shammel*