Lewistown Public Library

Meeting Minutes	**Wednesday, April 15, 2026**
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.

1:05 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 (via Zoom), Mary Jo Hamling (via Zoom), Deb Bowser and Andrea Payne.
Library Staff present: Drew Kettering and Chiara VanderBeek

Appoint Recorder of Minutes: Drew

Reading of the Mission Statement: Andrea

Revisions to the Agenda: Mary Callahan Baumstark requested one addition to the agenda: writing thank you cards.

Comments for the Good of the Library: Mary commended library staff for a wonderful job managing recent changes and noted that the Lewistown News Argus will be doing a story regarding changes at the library.

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

Disposition of February 18, 2026 Regular Meeting Minutes

- A correction was noted that the header date read February 26 and should be February 18.
- Jean Collins moved approval of the February 18, 2026 regular meeting minutes as corrected; Deb Bowser seconded. Motion passed unanimously.

Disposition of March 18, 2026

- A revision was requested under New Business to correct the initials to “MCB.”
- Deb moved approval of the March 18, 2026 regular meeting minutes as revised; Mariah seconded. Motion passed unanimously.

<u>Financial Reports</u>

- Board members reviewed the March 2026 claims. It was noted that the Central Montana Foundation (CMF) report was missing, due to a signer change that would be addressed later in the meeting. Paper towel purchases were discussed.
- Mariah moved to approve the March 2026 claims; Andrea Payne seconded. Motion passed unanimously.

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

- The Board discussed upcoming expenses, backdated donor thank you letters, and staffing matters.
- Mary reported discussions with City Manager Holly Phelps regarding budget amendments. Possible funding reallocations were discussed. Use of CMF funds was noted as a possible option.
- Appreciation planning for departing staff member Jaime was discussed, including a possible appreciation event.

<u>Communications</u>

- **Friends of the Library | Mary Jo Hamling**
    - Reports were shared regarding the March book sale, which raised $584, and the April 7 Spring Cleaning event. Upcoming restroom fixture replacements were discussed, which were approved at a prior FOL meeting and organized by Cathy Moser. National Library Week promotion efforts, including a banner, were also noted.
- **City Commission | Deb Bowser**
    - Deb reported on City staffing updates and development activity, including apartment projects and utility work.
- **Building Committee Report | Andrea Payne**
    - The Board discussed scheduling quarterly Building Committee meetings and reported that Mosaic Architecture is targeting late summer as the projected start timeframe. Committee membership was reviewed, and coordination will begin based on Holly Phelps' availability.

<u>New Business</u>

- **Approve Interim Directors' Letters of Hire**
    - Interim co-director appointments for Drew and Chiara, effective March 29 through August 31, 2026, were discussed, including division of duties and a temporary pay increase. A proposal for a $5 per hour increase was discussed.
    - Mariah made a motion related to the interim compensation; Andrea seconded. Deb voted opposed. Motion passed.
- **Approve Hiring Recommendations from Interim Directors**
    - Hiring of Library Assistant I or II positions and a seasonal position were discussed.
    - Mariah moved to approve the hiring recommendations; Deb seconded. Motion passed unanimously.
- **Review of the Director's Job Description**
    - The Board discussed updates to the Director job description and next steps. Access to the library board email account was addressed. Committee membership was discussed.
    - Deb moved to approve the updated job description; Andrea seconded. Motion passed unanimously.

- **Discussion of Facilities Vendors**
  - The Board discussed exterior maintenance and cleaning options. Tanner has been hired for building handling services at approximately $50 per visit. Cleaning service quotes were reviewed, including Big Sky Janitorial at approximately $1,300 per month and alternative options. Further evaluation and possible future quotes were discussed.
- **Approve New Signers for the Central Montana Foundation Account**
  - Mariah moved to remove Alissa Wolenetz as a signer and to add Chiara and Mary as signers on the CMF account; Jean seconded. Motion passed unanimously.

Continuing Business

- There was no continuing business.

Trustee Minute: Jean Collins shared that she is reading “Separation of Church and Hate:A Sane Person's Guide to Taking Back the Bible from Fundamentalists, Fascists, and Flock-Fleecing Frauds” by John Fugelsang. Andrea Payne shared that she saw an interview about the book “Future is Peace: A Shared Journey Across the Holy Land” by Aziz Abu Sarah and Maoz Inon, and suggested it for the Library’s collection.

1:45 p.m. Andrea moved to adjourn, Jean seconded. All in favor. Meeting adjourned.
Respectfully submitted by: Drew Kettering