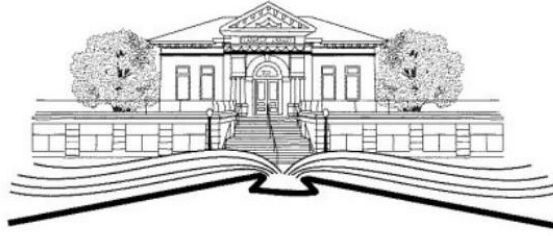


Lewistown Public Library



Meeting Minutes

Wednesday, July 15, 2026

Board of Trustees of the Lewistown Public Library

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: Mary Callahan Baumstark (MCB), Mariah Shammel (MS, via Zoom), Jean Collins (JC), Deb Bowser (DB), Andrea Payne (AP), Mary Jo Hamling (MJH, Ex Officio), Drew Kettering (DK, Interim Co-Director)

Public Present: Holly Phelps (HP), City Manager

Appoint Recorder of the Minutes: Drew

Reading of the Mission Statement: Andrea

Revisions to the Agenda

- MJH raised the refinishing of the weathered upstairs front door, which the Friends of the Library funded previously. Added to New Business.

Comments for the Good of the Library

- Strong community praise for the Summer Reading Program and its prizes; thanks to the community members who donated and assembled prizes.
- The dinosaur exhibit was praised as an exceptional local resource.

Public Comment

- None.

Approval of June 17, 2026 Regular Meeting Minutes

- Moved and seconded; passed unanimously.

Approval of Special Meeting Minutes - Director Interviews

- Minutes of the hiring committee interview session, noticed and recorded because a quorum was present. Three interviews were conducted.
- AP moved to approve; DB seconded. Passed unanimously.

June 2026 Financial Claims

- The Board discussed comparing the library's claim packet with those of other City departments. The City Finance Director noted the library receives considerably more detail than other departments, which receive general expenditures and revenues only. The Board asked to see a comparison.
- Moved and seconded; passed unanimously.

Interim Director's Report - Drew Kettering

- **Budget:** A revised FY2027 budget was prepared identifying the revenue source for each line and the specific CMF endowment fund supporting it, with an accompanying budget narrative. FY2026 has been closed out. The Board is awaiting the County's decision on matching the City's and library's \$5,000 depreciation transfer.
- **Statistics:** June numbers up across most categories, including many new cards and new families. Discards spiked to roughly 3,800 as a weeding backlog is processed. Interlibrary loan volume held steady despite the new per-item fee.
- **Printing:** DK recommended raising copy fees (currently \$0.15 black and white, \$0.30 color; most large state libraries charge \$0.50 color) and adding a per-patron daily page limit. The Board expressed general support. Because action requires notice, DK will bring a specific proposal to the August meeting under New Business.
- **Hotspots:** High demand with an active holds list; no connectivity complaints.
- **Interlibrary Loan:** Charges are now collected on incoming requests. Outgoing lending is expected to begin in the coming weeks.

- **Digital Services:** Libby remains the most-used service; Hoopla continues to grow; Kanopy was down slightly in June.
- **Programming:** Summer Reading Program concluded with 319 youth registered and average attendance of 15 per program; adult programming drew 130 signups. The dinosaur exhibit and displays remain up through August. Thank-you cards for prize sponsors and volunteers will be brought to the next meeting. The StoryWalk has been repaired and a new story installed.
- **Staff:** Seasonal staff member Teresa continues through the second week of August. Sue is out following successful hip surgery; Misty is also out, and Chiara VanderBeek is covering the desk. Recruitment for the vacant part-time position will resume once staff return.
- **Building:** TNT / Tanner Fisher is contracted for landscaping and snow removal; the contract was amended to add the Book Station lawn, increasing the rate from \$50 to \$75 per visit. Snow removal is currently duplicated with a second vendor, and DK recommended consolidating it. MJH will seek the Friends' input. The parking lot arrangement is an informal handshake agreement and should be formalized. The contract amendment was added to the August agenda.
- **Facilities:** The air conditioning failed after a power outage and was repaired within approximately two days; the boiler is in good standing. Serena and Misty completed AED certification.
- **Building Committee:** Little movement. The architect has scanned the blueprints and will schedule a site visit, likely in August. Inspections are on track for September.

Communications

- Friends of the Library - Mary Jo Hamling
 - The beginning-of-month sale was a buy-one-get-one-free event, moving a large volume of books; the mid-month Friday sale raised \$376. Shoppers appreciate the second opportunity the mid-month sale provides.
 - Inventory remains full and shed access is still pending. More active volunteers are needed for sales, sorting, and cleanup days, including times outside Thursday mornings.
 - RSVP (Retired Senior Volunteer Program) requirements have changed; volunteers under 55 may now be counted.
 - The City's change of workers' compensation carrier has simplified volunteer coverage; Social Security numbers and hour tracking are no longer required.

- Book donations continue to the Community Cupboard. New outreach was discussed to Central Montana Family Planning's waiting room, to school district teachers, and to additional volunteer groups.
- City Commission - Deb Bowser
 - The Council on Aging reported reduced Meals on Wheels delivery numbers following a review of eligibility.
 - Airport: five new hangars are planned and a new door was installed on the World War II hangar, largely funded by the Department of Transportation with a small City match.
 - A garage variance was approved, as were TIF and TED payments.
 - The Springwater Apartments matter remains in litigation; the court has not halted work. Commissioners continue to receive substantial public comment.
 - The zoning questionnaire returned approximately 100 responses. Commissioners encouraged the public to attend zoning committee meetings, where the substantive discussion occurs. Public comment guidelines are under legal review.
 - The Board plans to appear before the City Commission in September, once the new director is settled and the budget is complete.
- Building Committee - covered under the Interim Director's Report.

New Business

- Review and Approve Hiring Committee Recommendation for Director (Action)
 - AP reported that four applications were received and one applicant withdrew due to family conflicts. The committee interviewed Allison Bent, Drew Kettering, and Olive Newton, with Nikki reading the questions. The committee recommends Drew Kettering for the Director position.
 - DB moved to approve the hiring committee's recommendation to hire Drew Kettering as Director; JC seconded. Passed unanimously.
- Director Compensation (Action)
 - The Board discussed supporting the new director through certification in his first year and reviewed comparable City department head and regional library director wages. The previous director's salary was \$56,000.

- Motion to extend a hiring letter with a starting salary of \$55,000, with a salary review upon completion of the Montana State Library director certification process. Moved and seconded; passed unanimously.
- MCB will work with the City Finance Director on the hire letter. Upon signing, DK's wage moves to the Director rate and Chiara VanderBeek's returns to the Youth Services Librarian rate, effective with a pay period.
- The Board will contact the two unsuccessful candidates directly rather than have them learn the outcome secondhand. With her permission, Olive Newton's application may be kept on file for upcoming openings.
- **Staffing**
 - As Director, DK will bring hiring recommendations to the Board, first for the vacant part-time position and then for a position description covering his former role. The process is expected to begin by next month.
- **Discussion of the Upstairs Door**
 - The door has been refinished twice previously, with Friends of the Library involvement both times. MJH will raise it at the Friends' meeting next week and gather bids, with the work ideally completed before winter weather.
 - HP noted the City's quote threshold was raised to approximately \$7,200 this fiscal year; work below that does not require formal written quotes, though obtaining more than one bid is advisable.

Continuing Business - FY2027 Budget (Action)

- DK presented the proposed FY2027 budget with a written budget narrative, the prior-year version for comparison, and a reconciliation of changes since the June draft. The narrative was read aloud in full, followed by a line-by-line review.
- **Overview:** Combined City and Fund 2220 operations total \$476,592, of which the City provides 67%. The City funds 5.5 FTE directly from its general fund, estimated at \$315,800 for FY2027, plus a \$5,000 depreciation match. Fund 2220 proposes \$155,792 in expenditures, fully balanced to identified revenues, with every line tagged to its funding source, service population, and - for endowment money - the specific CMF fund it draws from.
- **Revenues:** County \$60,400 (3% estimated increase); CMF endowment interest \$49,600, or 81% of the projected \$61,316 payout at 3.75%,

leaving \$11,700 unclaimed and earning at CMF; grants and donations \$12,500; charges \$5,000, reflecting the proposed printing fee increase; state and federation aid \$8,292; and \$20,000 of the roughly \$40,000 FY2026 ending balance carried forward, with the remaining \$20,000 left unappropriated as a cash flow cushion.

- **Endowment draws:** Book Fund \$10,250 of \$10,265 (books only); Mueller Fund \$12,000 of \$21,847 (materials, local history, supplies); General Endowment \$27,350 of \$28,960 (software, media, movie licenses, depreciation transfer). Transfers are made on a reimbursement basis in the amount actually spent, and draws come from fund interest, never principal.
- **Building maintenance** rises from \$14,000 to \$25,050, restoring contracted cleaning, adding the landscaping and snow removal contract at quoted rates, and carrying a repair allowance. FY2026 actuals had overrun the old line items by roughly two-thirds.
- **Collections** are budgeted at \$33,490: \$28,550 from endowments, \$2,940 from the County, and \$2,000 from charges. Notable changes: County funds are newly directed to audiobooks, the fastest-growing collection and well suited to a 4,300-square-mile county; processing supplies move from endowment money to charges; magazines and newspapers move from general to adult; fiction is split across the Book, General, and Mueller funds, with nonfiction from the Mueller Fund; and DVD spending is reduced to roughly \$300 per month, reflecting their faster consumption rate and the high volume of donated DVDs.
- **Other lines:** Miscellaneous equipment \$3,500. Office supplies \$2,000 (charges) plus \$2,500 in local history supplies (Mueller interest) to complete the Brenner photograph archival project. Computer supplies increased approximately \$1,500 to match actual spending. Interlibrary loan postage moves to cash carry forward. Memberships (ALA, MLA), travel, and training are funded by state and federation aid. Advertising \$1,000; honorariums \$1,000. Utilities, garbage, building maintenance, and digital services (Hoopla, Kanopy, general software) are County-funded; library software draws on general endowment interest.
- **Companion funds:** Fund 4001, the depreciation reserve, shows revenues of \$10,500 against spending authority equal to the full fund balance of \$84,654 (\$72,154 building maintenance, \$12,500 equipment). Fund 2706, the Library Trust (Dowler) Fund, is dedicated to Book Station upkeep, with \$4,500 in expected gifts and interest against \$35,400 in authority.

- **FY2026 close:** Fund 2220 spent \$111,486 against a \$151,500 appropriation. The resulting underspending is what this budget deploys as carry forward.
- Amendments made in discussion:
 - Temporary personnel costs lowered from \$12,300 to \$8,800, matching the previous meeting's minutes - two summer seasonals at ten hours per week each, outside the 5.5 FTE. MS located the figure in the June minutes and confirmed it covers seasonal help only.
 - A new line item added for Summer Reading Program expenditures, separate from annual programming, so the Board can track SRP costs against target. The movie license was also moved from collections to programming, remaining general-endowment funded.
- The Board noted that the printing fee increase and the landscaping and snow removal contract amendment, both scheduled for August, will require adjustments to the affected lines.
- DB moved to approve the budget as amended; seconded. Passed unanimously.

Trustee Minute

- MJH read a biography of Dwight Eisenhower found while sorting donations, covering his family and his years in Panama and the Philippines before World War II.
- AP finished "The Big Burn" by Timothy Egan, on the 1910 fire, Theodore Roosevelt, and the origins of the Forest Service. The Smokejumper Center and museum in Missoula were noted as a related destination.
- A trustee recommended author Rebecca Yarros.
- MS has been at the fair and reported no reading this month.

Moved and seconded to adjourn; passed unanimously. Meeting adjourned.

Respectfully submitted by: Drew Kettering