

Lewistown Public Library



Meeting Minutes
Lewistown Public Library
Board of Trustees

Wednesday, August 19, 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.

1:02 PM - Call to order & Roll call

Regular meeting of the Library Board of Trustees was called to order by Chair Mary Callahan Baumstark.

Board members present: Mary Callahan Baumstark, Andrea Payne, Mariah Shammel, Mary Jo Hamling, Deb Bowser, and Jean Collins.

Library Staff present: Drew Ketterling, Library Director.

Members of the Public present: Holly Phelps, City Manager, and Lora Poser Brown of Montana State Library.

Appoint Recorder of Minutes: Mariah Shammel

Reading of the Mission Statement: Deb Bowser

Revisions to the Agenda: Mary Callahan Baumstark noted she would like to add "Board Elections" under New Business on the agenda.

Comments for the Good of the Library: None

Public Comment on All Agenda and Non-Agenda Items: Lora Poser Brown, Montana Shared Catalog trainer, shared she is thankful for the relationship between Lewistown Public Library and the Montana State Library as she spent time in the facility, mostly during Summer Reading Program, and that she is still available to aid in the information transfer. The Library Board returned the sentiment, thanking her for her assistance.

Disposition of July 22, 2026, Regular Meeting Minutes: *Mariah made a motion to accept the minutes of the July 22, 2026, meeting, Jean seconded. Motion passed.*

Financial Reports: Drew went over the financials, noting there were a number of claims missing from the statements in July. As the 2025-2026 Library budget is closed out for the year and the City has already been paid for Collections spending (not including the recent finds), reconciliation between both parties will be discussed and settled up at a later date. He specified the missing claims were from accounts set up by the previous library director, where notifications for payment due were not automatic. The Collections budget was under forecasted amounts last year, so this payment will bring it more in line with what was projected. Holly Phelps, City Manager, said the missing claims wouldn't be noticeable in budgets until October, when they are finalized. She went on to say the missing payments, which total around \$1,000, aren't an issue at all as the budgets will line up, regardless of whether the Collections line is paid in July or October. *Deb made a motion to approve the July 2027 financials, Andrea seconded. Motion passed.*

Director's Report | Drew Ketterling: Drew gave his director's report, which is included in the board packet. Highlights of the Report include the Inter-Library Loan, which is back up and running in limited capacity. Until the library is fully staffed, outgoing lending will be put on the backburner. Hoopla is continuing to grow in users while Libby is still the most accessed service. Paperwork was signed a week ago, establishing Drew Ketterling as the new Director, which everyone is thrilled about. Check ins with staff have been reinstalled, with a focus on how each individual wants to learn and grow. He's also creating framework with job descriptions to define them better so all staff knows what level of responsibilities each position holds and what is needed to move up to more specialized positions. Holly will double check certifications to make sure each staff position listing includes correct requirements.

Communications

- **Friends of the Library | Mary Jo Hamling:** The last book sale didn't make a ton of money, but they had just offered a big blowout of kids' books as FOL made a push to get rid of some books. FOL would love to have more volunteers to help out, though the ones they have are great. They're going to take book donations again but with stipulations. The next sale is a big one as it is right before Chokecherry, and is scheduled for Friday, Sept. 11.

- **City Commission | Deb Bowser:** Deb reported the City is looking into paving the lettered street area, which is currently a dirt/gravel combo and is west of town, near Town & Country Grocery. Paving companies are still in town and would be readily available to make that happen. The City is looking to potentially annex roads into the city (not public property). They're still getting comments from the public about the apartment building going up on 8th Street, but the project is moving forward.
- **Building Committee Report | Andrea Payne:** Andrea had nothing to report.

Continuing Business:

- **Discuss setting a date for City Commission Budget Meeting:** The date for presenting the Library budget at a City Commission Meeting is set for Monday, October 5 at 6PM as that is when most board members can attend. The meeting will take place at the Council on Aging.
- **Discuss & approve updated printing pricing & policy:** Discussion surround the printing process at LPL took place. With other services in town focusing on quantity and volume, the Board thought the library should be utilized by patrons as a place to print quick projects. With limited staff on hand, with limited time to carry out their responsibilities, they should not need to focus on standing at the printer to make sure projects are printed correctly and on time. *Mariah made a motion to increase printing costs for black and white copies to 25 cents per page and color copies to 50 cents per page, with a limit of 20 patron pages per day, at the discretion of the staff, Mary Jo Hamling seconded. Motion passed.* Drew will start publicizing changes to notify public as it will take some time to get the new policy established.

New Business:

- **Hiring Updates Discussion:** Drew has rearranged the Library's position postings to follow the same format as the City's listings. The library is currently looking to fill a Library I position, which would be part time at 12 hours/week, and wants them to focus on the youth section as a kind of assistant to Chiara. They would be asked to do general librarian work and do shelving and deskwork, in addition to helping with the Youth section. He's also looking to hire a Librarian II/III, replacing his own position. A Library III position will be needed at some point soon but there is an option to start with an II and move them accordingly. The City will confirm wages and then positions will be posted via Job Services, social media, websites, etc. Drew will work on the hiring aspect with City representation. The Board noted the importance of expediting the process, as the Library is understaffed and has been

for a while. Deb Bowser offered to help make sure things are moving along throughout the process, between the Library and the City.

- **Board Elections:** Leadership positions are elected annually for one year terms. Currently, Mary is serving as Chair and Mariah is functioning as both Vice Chair and Secretary. Mary nominated Mariah for Vice President and Secretary. With no other nominations, Mary made a motion to elect Mariah Shammel as Vice President and Secretary, Jean seconded. Motion passed. Mariah nominated Mary Callahan Baumstark as Board Chair. With no other nominations, Mariah made a motion to elect Mary Callahan Baumstark as Chairman, Jean seconded. Motion passed. The Board went on to commend Mary for her amazing ability to maintaining order and remain steady through all the ups, downs, and proceedings that took place over the last year. Everyone is very thankful for her service. With appreciation, Mary said she is really excited for this next year, and all the exciting things Drew and the rest of the library staff are working on.

Trustee Minute: Mary suggested the book “Murderland,” which focuses on how metal production and smelters pumping lead and arsenic into the air created the serial killers of the 1970’s. She also suggested “Frostbite: A History of Refrigeration.” Lora Posa Brown suggested, “Consider the Fork,” and Deb recently watched a documentary about the radical “Freemen” group based in Montana in the recent past on PBS. Mary Jo mentioned the importance of voting and getting educated on what you’re voting on.

2:26p.m. Mariah moved to adjourn, Andrea seconded. All in favor.

Meeting adjourned.

Respectfully submitted by: Mariah Shammel