

Three Forks Community Library Meeting Minutes

December 10, 2025 @ 5:15 pm

In attendance - Kelly Gesker, Saylor Heidmann, Lindsie Diebold, Diane Athans, Jonna Boys and Ed Tharp.

Diane called the meeting to order at 5:22 pm.

Public Comment - No

Correspondence - None

A motion was made by Lindsie to approve Nov. 11, 2025 minutes as written, 2nd by Saylor, motion carried.

Financial Affairs

The board reviewed the budget reports.

Director Summary

- The Director's statics report was discussed.
- The Library Board discussed upcoming closure for the New Year's Holiday. We will be closed the 1st and 2nd of January for New Years.
- There was an update on the 1000 Books before Kindergarten program.
- We discussed advertising the open Library Assistant positions on Indeed.
- The idea of an Easter Seals helper was discussed and more information is needed.

Public Comment - None

New Business - None

Public Comment - None

Unfinished Business - The board let the director know that the paperwork should be sent to them via email before the meeting.

Public Comment - None

Meeting was adjourned at 6:11 by Lindsie, 2nd by Saylor, motion carried.

The next board meeting was set for Wednesday, January 14, 2025 at 5:15 pm in the Montana Room.

Three Forks Community Library Meeting Minutes

November 11, 2025 @ 5:15 pm

In attendance - Kelly Gesker, Saylor Heidmann, Lindsie Diebold, Dee Foster, and Jonna Boys.

Kelly called the meeting to order at 5:15 pm.

Public Comment - Patron JC attended, she wanted to know how she could contest a book. After discussing her concerns it was agreed upon that she is sent a request for reconsideration form. The process was explained to her and she was receptive to it.

Correspondence - None

A motion was made by Dee to accept Oct. 14, 2025 minutes as written, 2nd by Saylor, motion carried.

Financial Affairs - The board reviewed the budget reports.

October Director Summary

- We had 76 MontanaLibrary2Go users. They checked out 421 magazines, e-books and audiobooks.
- There were approx. 212 children that played in our children's area.
- We had 76 patrons that used our computers.
- The Library Board discussed upcoming closure for the Christmas holiday. We will be closed the 25th and 26th.
- There was an update on the 1000 Books before Kindergarten program.

Public Comment - None

New Business -

There was a discussion regarding what to do with the grant money that needs to be used before the first of the year. I need to call and find out from Kelly the correct amount. We shared ideas about what to spend the money on.

Public Comment - None

Unfinished Business - None

Public Comment - None

Meeting was adjourned at 6:11 by Lindsie, 2nd by Saylor, motion carried.

The next board meeting was set for Wednesday, December 10, 2025 at 5:15 pm in the Montana Room.

Three Forks Community Library Meeting Minutes

October 9, 2025 @ 5:15 pm

In attendance - Diane Althans, Kelly Gesker, Saylor Heidmann, Lindsie Diebold, Dee Foster, and Jonna Boys (Library Director).

Diane called the meeting to order at 5:19 pm.

Public Comment - None

Correspondence - None

A motion was made by Dee to accept Sept 9, 2025 minutes as written, 2nd by Lindsie, motion carried.

Financial Affairs - The board reviewed the budget reports.

September Director Summary

- We had 79 MontanaLibrary2Go users. They checked out 427 magazines, e-books and audiobooks.
- There were approx. 222 children that played in our children's area.
- We had 78 patrons that used our computers.
- The Library Board discussed upcoming closure for the Thanksgiving holiday. The library will be closed Thursday the 27th and Friday the 28th.
- The book club discussed the next book: *Becoming Madame Secretary*.

Public Comment - None

New Business -

- There was a discussion regarding library hours. This is due to employees not wanting to work until seven. All of the employees were asked if they would cover or switch days and no was able to work the later shift. We discussed the hours of 10-6 on two week days. The board discussed being opened later on a different day. Discussed letting Jonna get a feel for the schedule before making changes.

Public Comment - None

Unfinished Business - Lindsie discussed going through the Friends of the Library paperwork to help them get their 501 C 3 status.

Public Comment - None

Meeting was adjourned at 6:11 by Dee, 2nd Lindsie, motion carried.

The next board meeting was set for Tuesday, November 11, 2025 at 5:15 pm in the Montana Room.

Three Forks Community Library Meeting Minutes

September 9, 2025 @ 5:15 pm

In attendance - Diane Althans, Kelly Gesker, Saylor Heidmann, Lindsie Diebold, Dee Foster, Jonna Boys (Library Director) , and Jaime Ewan (Library Director) who took notes.

Diane called the meeting to order at 5:15 pm.

Public Comment - None

Correspondence - None

A motion was made by Dee to accept the August 12, 2025 minutes as written, 2nd by Lindsie, motion carried.

Financial Affairs - The board reviewed the budget reports.

August Director Summary

- We had 79 MontanaLibrary2Go users. They checked out 427 magazines, e-books and audiobooks.
- There were approx. 329 children that played in our children's area.
- Seventy one patrons used our computers.
- We received \$50 in donations.
- Laura Brewer has given her 2 week notice. She will work through September 26th. Jaime let the board know that we will ask the city to post a Library Assistant Position. We will be looking for someone to work 10 a.m. to 5 p.m. on Fridays and 11 a.m. to 2 p.m. on the first Saturday of the month.
- The Library Board discussed upcoming closure for the Thanksgiving holiday. The library will be closed Thursday the 27th and Friday the 28th.
- The book club discussed Sandwich by Catherine Newman.
- The Summer Reading Program ended on August 7th. Our community raised \$1,000 for the Three Forks Volunteer Fire Department. The donations made to the Three Forks Fire Department were made by First Security Bank, Manhattan Bank, Opportunity Bank, Kennedy Financial, and Stacy Miller.

Public Comment - None

New Business -

- There was a discussion regarding library hours. We discussed the hours of 5-7 on Tuesday evening. The employee that currently covers that shift no longer wants to work those hours. All of the employees were asked if they would cover or switch days and no one wanted to work the later shift. The board discussed being opened later on a different day. Discussed letting Jonna get a feel for the schedule before making changes.
- The library board has hired Jonna Boys as the new library director. Jonna will attend a Montana State Library Conference Sept 15 - 16th in Great Falls.

Public Comment - None

A motion was made by Saylor that Jaime could devote up to 10 hours of training with Jonna this week and next week. Jaime and Jonna will train for 4 hours in October after the Public Library Survey opens. 2nd by Kelly, motion carried.

Unfinished Business - Lindsie discussed going through the Friends of the Library paperwork to help them get their 501 C 3 status. Saylor met with Steve Fanning with the Three Forks Elementary School to discussed early literacy. She would like to hold an informational parent meeting regarding early literacy.

Public Comment - None

Meeting was adjourned at 6:08 by Kelly, 2nd by Lindsie, motion carried.

The next board meeting was set for Tuesday, October 14, 2025 at 5:15 pm in the Montana Room.

Three Forks Community Library Meeting Minutes

August 12, 2025 @ 5:15 pm

In attendance - Diane Althans, Kelly Gesker, Saylor Heidmann, Lindsie Diebold, and Jaime Ewan (Library Director) who took notes.

Diane called the meeting to order at 5:15 pm.

Public Comment - None

Correspondence - None

A motion was made by Saylor to accept the July 15, 2025 minutes as amended, 2nd by Lindsie, motion carried.

Financial Affairs - The board reviewed the budget reports.

July Director Summary

- We had 87 MontanaLibrary2Go users. They checked out 435 magazines, e-books and audiobooks.
- There were approx. 497 children that played in our children's area.
- Ninety eight patrons used our computers.
- The book club discussed The Bodyguard by Katherine Center.
- The Summer Reading Program is in full swing. In July we held one craft event and a magic show. We are raising money for the Three Forks Volunteer Fire Department. First Security Bank, Manhattan Bank and Opportunity Bank have pledged the funding to allow our patrons to raise the money being donated.
- Students from the Three Forks School's Summer Enrichment program visited our library weekly to check out books.
- We received \$1,200 in donations.
- The Library Board discussed the Library Director position. At this time we do not have any applicants. There was a discussion regarding Jaime working a few hours a week to answer emails and questions. Jaime was advised to delegate her duties to the staff to keep things running smoothly. Kelly will run book club, Saylor will take notes at the meetings and an employee will create the Agenda for the next meeting.

Public Comment - None

A motion was made by Saylor requesting that the City of Three Forks post the Library Director position on Indeed. The library will pay for the listing, 2nd by Kelly, motion carried.

A motion was made by Kelly to allow Jaime to work up to 10 hours a week until a new director is chosen and trained, 2nd by Saylor, motion carried.

New Business -

- SB 542: Generally Revising Tax Laws was reviewed and discussed. Kelly Smith said that the City of Three Forks is planning on switching from a voted mill levy to a dollar-based mill levy. The Library Board agreed that this was the best option.

Public Comment - None

Unfinished Business - The Internet Acceptable Use Policy, Internet Permission Form and Computer Sign-In Sheet were discussed and reviewed.

Public Comment - None

A motion was made by Kelly to approve the Internet Acceptable Use Policy as written and to include a sentence asking patrons to sign in on the Computer Sign-In Sheet, 2nd by Lindsie, motion carried.

Public Comment - None

Meeting was adjourned at 6:22 by Kelly, 2nd by Lindsie, motion carried.

The next board meeting was set for Tuesday, September 9, 2025 at 5:15 pm in the Montana Room.

Three Forks Community Library Meeting Minutes

April 15, 2025 @ 5:15 pm

In attendance - Diane Althans, Saylor Heidmann, Dee Foster, Kelly Gesker, and Jaime Ewan (Library Director) who took notes.

Diane called the meeting to order at 5:17 pm.

Public Comment - None

Correspondence - None

A motion was made by Dee to accept the March 11th meeting minutes as written, 2nd by Kelly, motion carried.

A motion was made by Saylor to accept the March 26th meeting minutes as written, 2nd by Kelly, motion carried

Financial Affairs - The board reviewed the library's budget reports.

Jaime went over the statistics for March 2025.

Library programs were discussed. Storytime is growing in numbers. We had 128 children and parents attend storytime in March. The book club will be discussing *The Book of Lost Names* by Kristin Harmel. The library will have an exhibit displaying the pets of our patrons through May. LEGO Club is extremely popular.

Diane, Dee and Kelly attended Trustee training at the Montana Library Association conference. They have now completed their continuing education credits for the year. Saylor will be attending Broad Valley's Federation training in May.

Building Updates - The concrete has been poured and there are a few items that will need to be fixed. The library pole was broken during this process. Arts Construction will be replacing the flag pole. The handrails will be installed within the next week. Andy's Glass has installed the sliding ADA door. They will be coming back out this week to program the door. Zak Tesoro Masonry, Inc. has started replacing bricks on the side of the building. They will be working on the front entryway later this week. There was a leak in the basement. When the outside water spigot was turned on, water started pouring through the ceiling into the basement. A plumber needs to repair the issue as soon as possible. We will also need to look into replacing or fixing our water fountain. The water barely comes out of the fountain when the button is pushed down. This water fountain is used daily by our patrons.

Public Comment - None

New Business -

1. There was a discussion regarding the library budget and the state of the IMLS. We are unsure if the Montana State Library (MSL) will receive all of their funding from the Federal Government. We will keep this in mind when creating a budget and be more conservative. It is unsure at this time if our library will need to cover increased funding to projects the MSL offers the library at a lower rate.
2. Discussion on purchasing a laptop for completing a full inventory of the library. We will have Alpine Computing look for a laptop that will work for this project.

Public Comment - None

A motion was made by Kelly to approve up to \$5,000 for the repair of the leaking basement and surrounding areas. Kelly requested that Jaime speak with the plumber regarding our options to repair or replace the water fountain, 2nd by Saylor, motion approved.

Unfinished Business - None

Public Comment - None

Meeting was adjourned at 6:50 by Saylor, 2nd by Dee, motion carried.

The next board meeting was set for Tuesday, May 13, 2025 at 5:15 pm in the Montana Room.

Three Forks Community Library Meeting Minutes

March 26, 2025 @ 4:15 pm

In attendance - Diane Althans, Saylor Heidmann (via zoom), Dee Foster, Kelly Gesker, and Jaime Ewan (Library Director) who took notes.

Diane called the meeting to order at 4:15 pm.

Public Comment - None

New Business -

Reviewed and discussed the quotes from Arts Construction for concrete work.

Reviewed and discussed the quote from Zak Tesoro Masonry, Inc. for demo and infill.

Public Comment - None

A motion was made by Kelly to accept the estimated quote of \$9,310 from Arts Construction for the ramp and steps, 2nd by Saylor, motion approved.

A motion was made by Saylor to accept quote #1044 from Arts Construction, not to exceed \$2,500 total, 2nd by Kelly, motion approved.

A motion was made by Dee to accept the masonry quote from Zak Tesoro Masonry, Inc. for \$6,700, 2nd by Saylor, motion approved.

Public Comment - None

Meeting was adjourned at 4:31 by Saylor, 2nd by Dee, motion carried.

The next board meeting was set for Tuesday, April 15, 2025 at 5:15 pm in the Montana Room.

Three Forks Community Library Meeting Minutes

March 11, 2025 @ 5:15 pm

In attendance - Diane Althans, Saylor Heidmann, Dee Foster (on zoom), and Jaime Ewan (Library Director) who took notes.

Diane called the meeting to order at 5:18 pm.

Public Comment - None

Correspondence - None

A motion was made by Saylor to accept the February 11th meeting minutes as written, 2nd by Dee, motion carried.

Financial Affairs - The board reviewed the library's budget report.

Jaime went over the statistics for February 2025.

Library programs were discussed. Storytime is growing in numbers. We have had an average of 28 children and parents weekly at storytime. Saylor will meet with Laura Brewer and Jaime to discuss early literacy. The book club will be discussing *To Be Or Not To Be* by Ryan North. We have received several photos for our Montana Nature Photo Exhibit. LEGO Club is extremely popular.

At the end of March the trustees have an opportunity to earn continuing education credits at the MLA conference in Bozeman. Broad Valley's Federation meeting is in the beginning of May in Butte. One board member is required to attend the Broad Valley's Federation meeting. Saylor will attend via zoom.

Building Updates - Fregien Roofing has finished the roof. Russ was unable to find a mason to replace the bricks where the overhang was taken down. Jill Peterson has reached out to several masons, fabrication companies, and concrete companies. CK Architectural Fabrication submitted a quote for \$3,600. This quote includes 28ft of handrail that will meet the ADA requirements, one grab rail that will attach to the building, and powder coating for all railings. We are waiting to hear from Andy's Glass on the installation date for the automatic ADA door. Kelly Harmon cut a hole in the ceiling of the basement bathroom. HVAC will be coming next week to move the vents from the door to the floor.

Public Comment - None

New Business - Discussion regarding payment from the City of Three Forks for their use of the basement.

A motion was made by Saylor for the City of Three Forks to pay at the end of their use of the basement, 2nd by Dee, motion approved.

Public Comment - None

Unfinished Business - A motion was made by Saylor to approve the quote from CK Architectural Fabrication if it does include all three handrails, 2nd by Dee, motion approved.

Public Comment - None

Meeting was adjourned at 6:01 by Saylor, 2nd by Dee, motion carried.

The next board meeting was set for Tuesday, April 8, 2025 at 5:15 pm in the Storytime Room.

Three Forks Community Library Meeting Minutes

February 11, 2025 @ 5:15 pm

In attendance - Diane Althans, Saylor Heidmann, Kelly Gesker, Dee Foster, and Jaime Ewan (Library Director) who took notes.

Diane called the meeting to order at 5:25 pm.

Public Comment - Kelly Gesker "Fly Eagles Fly."

Correspondence - Excellent library services letter from the Montana State Library. The board signed thank you cards for donations received.

A motion was made by Dee to accept the January 14th meeting minutes as written, 2nd by Kelly, motion carried.

A motion was made by Dee to accept the January 29th meeting minutes as written, 2nd by Saylor, motion carried.

Financial Affairs - The board reviewed the library's budget report. Jaime went over the communication account purchases. The Montana Shared Catalog fee and OCLC Catalog fee are deducted from this account.

Cathy Elmore has stepped down for the Library Board for personal reasons.

Jaime went over the statistics for January 2025. There were 300 more checkouts this January compared to January 2024. We signed up 9 new patron cards.

The Montana State Library sent 1,000 Books Before Kindergarten Log Books. This program encourages parents to read 1,000 books to their child before they start kindergarten. The board agreed this would be a good program implement. We will order 20 log books to start the program and order more as needed. The library will also order items from Demco to promote the program.

Library programs were discussed. Kelly Gesker gave a report for the Adult Book Club. The book club will be discussing The Guernsey Literary and Potato Peel Pie Society. We have revised our Storytime outline to include a weekly letter, teach the ASL sign for the letter (go through the ASL signs from the previous weeks), pass out a handout with the letter, a tracing page to write the uppercase/lowercase of the letter, and a mini math page. Our annual Festival of Stories on Facebook was very well received. There were 18 readers and over 5,800 views. Last year we had 26 readers and 5,300 views. There are 88 canvases on display in our Tiny Art Show. Mr. Palmer's Middle/High School Art class also submitted canvases for the show. Next month the library would like to setup a photography exhibit of Montana Nature. Patrons would submit their own work to be displayed during the month of March. LEGO Club is going strong.

There are two upcoming trainings that Jaime will attend. At the end of March she will attend the four day MLA conference in Bozeman. Broad Valley's Federation meeting is in the beginning of May in Butte. There will be Trustee training at the MLA conference.

Building Updates - Fregien Roofing will tear down the rotting overhang. They will have someone fix the space between the two roofs where the black paper is coming up. After the overhang is torn down he will have a mason fix the bricks. Andy's Glass has sent in the order for the ADA door. They are waiting for a confirmation from the supplier. Kelly Harmon will cut a hole in the ceiling of the basement bathroom to access the vent situation. Jill Peterson has contacted HVAC companies for quotes and availability to move the vents to the floor. Jill will reach out to concrete companies and masons to get quotes.

A motion was made by Saylor to allow the Library Director the discretion to close the library in emergencies and unforeseen events. The Director will notify the board of the unscheduled closure, 2nd by Kelly, motion carried.

Public Comment - Kelly Gesker said "Go Birds!"

New Business - Discussion on increasing Jill Peterson's weekly hours for the ADA door, concrete and roof project.

A motion was made by Kelly to cap Jill's General Contractor's hours to 25 hours per pay period, 2nd by Dee, motion approved.

Public Comment - Kelly Gesker said "Go EAGLES!!"

Unfinished Business - None

Public Comment - Kelly Gesker said "Eagles Superbowl Champions 59!"

Meeting was adjourned at 6:35 by Saylor, 2nd by Dee, motion carried.

The next board meeting was set for Tuesday, March 11, 2025 at 5:15 pm in the Storytime Room.

Three Forks Community Library Meeting Minutes

January 14, 2025 @ 5:15 pm

In attendance - Diane Althans, Saylor Heidmann, Kelly Gesker, Dee Foster, and Jaime Ewan (Library Director) who took notes.

Diane called the meeting to order at 5:20 pm.

Public Comment - None

Financial Affairs - The board reviewed the library's budget report. There was a question raised regarding the communications account. Jaime will ask the City what payments have been made out of that account.

Correspondence - The board signed thank you cards for donations received.

A motion was made by Dee to accept the December meeting minutes as written, 2nd by Kelly, motion carried.

Jaime went over the statistics for December 2024. There were 500 more checkouts this December compared to December in 2023. We signed up 12 new patron cards.

Last week Jaime attended Early Literacy classes through the Montana State Library (MSL). She would like to implement the 1,000 Books Before Kindergarten program. This program encourages parents to read 1,000 books to their child before they start kindergarten. When you break it down to 1,000 books in four years it is only 250 books a year. The MSL will be sending a few copies of the program's log books, shirts, and pledge books to our library. We will start encouraging parents to sign up for Dolly Parton's Imagination Library program. This free program mails a book monthly to children five and under. Jaime would like to put together a few Early Literacy Kits. These kits would include board books, a picture book, hands on activities, erasable marker & board, and literacy tips.

Library programs were discussed. Kelly Gesker gave a report for the Adult Book Club. Due to Kit Keeper being down at the Bozeman Library, we are unable to borrow book club kits at this time. Kelly has decided that everyone in book club will pick a month and the book. The book club members will be responsible for finding a copy of the book. The library will provide one copy and request other copies from local libraries. Our annual Festival of Stories on Facebook was well received. LEGO Club is going strong.

Building Updates - Roofing is almost complete. Everest Gutter will be putting the gutters back up soon. The ADA door has not been ordered, the City asked another company for a quote. The board said that they would have to discuss/approve/deny the new quote. Which means it will delay the project even further. Daybreak Electric is almost done with the lighting upgrade. We have received so many compliments on how bright and nice the library looks with the new LED lights.

Public Comment - None

New Business - The light on the flag pole no longer works. We need to come up with a better option. It was suggested to purchase a solar powered spotlight to shine on the flag. The light above the front door no longer works. It is a safety hazard for our patrons and staff. Jaime is hesitant to do anything permanent until the roof and ADA projects are done. We will look for temporary lighting.

Public Comment - None

Unfinished Business - There was a discussion regarding a pay raise for Jill while she is working with contractors and fundraising.

A motion was made by Kelly for Jill to receive \$18 an hour when working with contractors, up to four hours a week, 2nd by Dee, motion approved.

Public Comment - None

Meeting was adjourned at 6:41 by Saylor, 2nd by Dee, motion carried.

The next board meeting was set for Tuesday, February 11, 2025 at 5:15 pm in the Storytime Room.