

Board of Trustees Regular Meeting Minutes

Thursday, December 14, 2023 @ 7:00 pm at the Conrad Public Library

The mission of the Conrad Public Library is to provide services, spaces, and experiences that encourage literacy, inspire curiosity, and strengthen community.

0. Roll Call / Quorum = Yes

Board: Glenda McKeone, Pat Heinen, Lida Holst [Helen Bingaman, Nancy Powell absent]

Ex-Officio: Tiffany Christensen, Nathan Hunsucker (acting mayor)

Guests: David Cates

1. Call to Order

Chair Glenda McKeone called the meeting to order @ 7:04 pm.

2. Public Comment

There was no public comment.

3. Approval of Minutes

Lida made a motion to approve the minutes of the November 16th meeting; Pat seconded; motion carried unanimously.

4. Reports

a. Conrad Public Library: Library Director

- November statistics show increasing library traffic, individual program attendance, and total circulation. All are expected to increase with new classes visiting the library in the new year.
- Lego Club will be offered for children in grades 1-3 on Thursdays after school beginning in January.
- 15 people attended our first Humanities Montana speaker event “Newstrition: Building a Balanced Media Diet” with Courtney Cowgill. We have been encouraged to utilize the Montana Conversations program about three times per year.
- The Democracy Project grant was received for use by the participating teens. A speaker will coach them over a virtual meeting on Monday with a final project idea due by December 20th. The budget may need to be discussed in the future to account for this unplanned revenue/spending.
- Library staff assisted the Conrad/Brady Giving Tree with gift wrapping again this year.
- The 2024 “Year In Review” will be posted online next week to communicate library usage and special events that were held.
- Nelson Architects is adding some additional changes to the PAR and should have a final draft available soon. The approximate project estimate is now over \$1.5 million, including inspection, architectural, engineering, and other fees.
- Tiffany is pursuing a Montana Historic Preservation grant due February 29, 2024.
- The CDBG construction grant would require an income survey of the library’s service area to determine eligibility; this grant cycle has not yet been posted for 2024.
- The City of Conrad will be accepting project proposals to be considered for funding from HB 35: State-Local Infrastructure Partnership Act (SLIPA). Tiffany will submit the needed replacement of the HVAC system as well as some smaller projects suggested by the architect. Required project matching funds are available in the Library Depreciation Reserve Fund.
- Tiffany will be present at the library on January 1, 2024 for a private event.

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- Upcoming events: MLN Virtual Program: A Taste of Indigenous Foods on January 9th at 6:30 pm. "Take Your Child to the Library Day" on Saturday, February 3rd (open from 10:00 am - 2:00 pm).

Conrad Public Library: Accounting/Budget

- The expenditure report as of the end of November was presented; spending is on track for the fiscal year.
 - Insurance transactions that were not completed have now been posted, one for the current fiscal year and one back-dated for the previous fiscal year.
- b. Conrad Public Library Foundation
- The Christmas Stroll recital was held on December 8th with 82 people attending.
- c. Pathfinder Federation
- The latest report from the state librarian stated that the MSL Commission approved additional funding for federations after receiving feedback about the original decision to not provide said funding; the Pathfinder Federation previously voted for the potential funding to be used for book club kits to be chosen by libraries within the federation.
- d. Montana State Library
- Tiffany summarized the MSL Commission's final decision to revise the public library standards.

5. Old Business

- a. Library Director Salary - TABLED due to absence of trustees.
- b. Future Library Funding
- No correspondence has been received regarding pending mediation/discussion about the Pondera County Libraries funding. Tiffany and Glenda will ask for a meeting with the Commissioners next month to discuss next steps.

6. New Business

- a. Planned holidays and closures 2024
- Legal state holidays are recognized by Montana Code Annotated § 1-1-216, Montana Association of Counties, and the City of Conrad (within the Personnel Policy Manual).

Pat made a motion to approve the planned holidays and closures for 2024 as presented; Lida seconded; motion carried unanimously.

- b. Security Camera Policy
- Following the lead of other public libraries around the state, Tiffany suggested that a policy regarding security cameras be explored regarding the use, storage, and retrieval of recordings. The only camera currently installed is the north door intercom camera that allows for public entrance; signage regarding the camera is posted. Further research will be conducted for the creation of a policy.
- c. Annual Community Survey
- The last two community surveys have been issued in December. Tiffany asked the board to review the questions and offer edits for a survey to be promoted in January after the holidays.

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7. Closed Session - NONE
8. Future Business
 - a. Strategic Working Plan
9. Upcoming Meeting(s)
 - a. The next regular board meeting is scheduled for Thursday, January 18, 2024, at 7:00 pm at the library.
10. Adjourn
Glenda adjourned the meeting @ 8:13 pm.

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Respectfully submitted by:

Tiffany Christensen, Secretary to the Board