

## Board of Trustees Regular Meeting Minutes

Thursday, March 16, 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.*

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0. Roll Call / Quorum = Yes

Board: Glenda McKeone, Lida Holst, Pat Heinen, Anna Pollard [Helen Bingaman absent]

Ex-Officio: Tiffany Christensen [Jamie Miller absent]

Staff: none

Guests: none

Public: none

1. Call to Order

Board Chair Glenda McKeone called the meeting to order @ 7:20 pm.

2. Public Comment

There was no public comment.

3. Approval of Minutes

**Lida made a motion to approve the minutes as read from the February 16th meeting; Anna seconded; motion carried unanimously.**

4. Reports

a. Conrad Public Library: Library Director

- February's statistical report was presented; library visits were down from last year, program attendance increased, circulation has been steady (20% digital checkouts).
- The library assistant position may open up in the next few months; Tiffany is planning for staff shortages and/or the hiring process if that should occur.
- Information from MMIA regarding workers' compensation insurance for volunteers was received. It was also found that board members should be covered for their volunteer hours; Tiffany will ensure that this is set up as soon as possible.
- Pat McDonough from Shelby Glass would like to schedule the replacement of the back doors within the next few weeks if weather permits. A member of the city maintenance crew will be present when it begins.
- The historic building plaque from the Montana Historical Society was received. It will be mounted below the flag holder on the front of the building; this may wait until the front door project is completed.
- The Palace Project app has been set up; content from the public domain and MSL's Montana history collection is available; MTLib2Go content may be added at any point. Additional digital content is available for purchase, but would not be very cost effective for our library. We can test this app and decide if/how we'd like to use it.
- A new calendar page has been published on our website; events are listed for the public to see what is available as well as to be aware of scheduled library use.
- Tiffany received quotes from ProQuest (newspapers.com) and Beanstack (reading tracker) for use of these electronic platforms; annual costs would be around \$3,200 and \$1,000 respectively, which is out of our current budget range.
- A potential public meeting for the Growth Policy may be held at the library in April.
- The MTLib2Go consortium met and approved a 10% increase for member libraries for the next fiscal year. The Conrad Public Library will pay \$1,354.77 for FY 23/24.

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### Conrad Public Library: Accounting/Budget

- The accounting report as of the end of February was presented; expenditures are on track. The discrepancy in the original appropriation for Personnel Services is still ongoing; this question is on hold while the city finance officer position is open.
- b. Conrad Public Library Foundation - *to meet in April*
- c. Pathfinder Federation - *to meet in May*
- d. Montana State Library - NO REPORT

### 5. Old Business

#### a. Volunteer Policy

- Tiffany presented a draft volunteer policy and job description that would allow for the “hiring” of regular volunteers who would be properly covered under insurance.

**Lida made a motion to approve the volunteer policy and volunteer job description as presented; Anna seconded; motion carried unanimously.**

#### b. Strategic Plan

- Tiffany is compiling data for the community analysis scan, and trustees will be asked to contact different community groups for feedback regarding library services. A special meeting to begin analyzing planning information will be scheduled.

#### c. Future Library Funding

- Glenda gave a report of the meeting she and Tiffany had with the county commissioners. Mediation concerning funding with the Valier Public Library will now be scheduled in October (after new fiscal year information is available).
- New concerns that were raised by the commissioners were: the city funding stated in the 2002 interlocal agreement between the city and the county and the overall responsibility of the library building. Tiffany is working to address these.

### 6. New Business - NONE

### 7. Closed Session - NONE

### 8. Future Business - NONE

### 9. Upcoming Meeting(s)

- a. A working meeting regarding the Preliminary Architectural Report (PAR) is scheduled for Monday, March 20, 2023, 11:00 am at the library.
- b. The next regular board meeting is scheduled for Thursday, April 20, 2023, 7:00 pm at the library.

### 10. Adjourn

Glenda adjourned the meeting @ 8:41 pm.

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Respectfully submitted by:

Tiffany Christensen, Secretary to the Board