

Conrad Public Library

Board of Trustees Regular Meeting Minutes

Thursday, May 16, 2024 @ 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.

Trustees: Glenda McKeone, Helen Bingaman, Pat Heinen, Lida Holst, Nancy Powell

Ex-Officio: Tiffany Christensen, Mayor David Cates

Guests: None

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

1. Public Comment - NONE

2. Approval of Minutes

a. Amendment of March 21, 2024 Regular Meeting - Tiffany asked that the previously approved minutes be amended to fix the stated month of the statistics from January to February. **Helen made a motion to amend the minutes of the March 21, 2024 meeting as presented; Lida seconded; motion carried unanimously.**

b. April 11, 2024 Regular Meeting

Lida made a motion to approve the minutes of the April 11, 2024 meeting as read; Helen seconded; motion carried unanimously.

3. Reports

a. Conrad Public Library: Director's Report

- April statistics continue to show increasing numbers for library uses, program attendance, and circulation; 27% of total circulation was digital.
- Tiffany resubmitted the HVAC and Tuckpointing project applications with updated implementation dates; otherwise waiting approval for SLIPA funds.
- The City maintenance crew has begun rewiring broken light fixtures for LED bulbs.
- Our Spring Music Recital was held on Sunday, April 28th; 82 people attended.
- The City is working on a resolution to allow for a bench outside the front of the library.
- Furniture has been purchased for the new teen space upstairs.
- The Little Seed Library is stocked with seeds and open to the public. Darla's article about it made the front page of the Independent-Observer.
- Shelby Glass will be installing the new front door before the end of this fiscal year.
- Rural Montana Fabricators has made a new bicycle rack for the back of the building.
- The Conrad Public Library received the ELSA (Excellent Library Service Award) from the Montana State Library for 2024.
- We are discussing becoming a shared library with the Valier Public Library through MSC.
- The Whoop-Up Parade is on Saturday, June 8th; we will have a float promoting the summer reading program, "Adventure Begins at Your Library." The Foundation will provide candy.
- Upcoming event: "Cowboy Music and Authentic Storytelling" with Philip Page, sponsored by Humanities Montana. Friday, June 28th at 6:00 pm.

Conrad Public Library: Accounting/Budget

- The expenditure report as of the end of April was presented; spending is on track for the fiscal year (83%). A list of all April expenditures was provided as a snapshot of spending.

Conrad Public Library Foundation

- An official quote of \$7,170 was received for the StoryWalk equipment; 50% is due at the time of order and the remaining Net 30. Fabrication is estimated at 8-10 weeks. Tiffany will order once funding is fully secured through the Foundation and Conrad Pathway.

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c. Pathfinder Federation

- \$2,129.93 will be distributed to Pathfinder Federation libraries for FY 24/25.
 - The additional \$183.67 allocated for trustee training will be used for mileage reimbursement for Pat (Federation meeting in Fort Benton) and Nancy (government training in Billings).
- d. Montana State Library - NO REPORT

4. Old Business

a. Future Library Funding

- Tiffany and Cathy Brandvold will be presenting the agreement between the Pondera County libraries to the Commissioners at their next regular meeting on Wednesday, May 22, 2024.

5. New Business

a. Appointment of Pondera County Library Collaboration Subcommittee

Lida made a motion to appoint Helen and Nancy to represent the Conrad Public Library on the newly established subcommittee with the Valier Public Library; Helen seconded; motion carried unanimously.

b. Board of Trustees Bylaws: Policy Amendment Discussion

- Potential changes to the bylaws were discussed, including updating points that have been repealed or revised and removing the appointment of a Friends of the Library representative. Tiffany will prepare an updated draft that reflects current standards.

c. Preliminary Budget FY 24/25

- Tiffany presented a preliminary budget based on the previous year's revenue and also now including revenue and expenditures for supporting organizations to better reflect the funding of all Library programs and services.
- A cost of living allowance was discussed; a 3-5% wage increase is typical of the local government offices and may act as a guide.

6. Closed Session - NONE

7. Future Business

- a. Policy Review: Patron Conduct
b. Strategic Working Plan

8. Upcoming Meeting(s)

- a. Regular Board Meeting
- Thursday, June 20, 2024 @ 7:00 pm

9. Adjourn

- a. Glenda adjourned the meeting at 8:49 pm.

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Respectfully submitted by:

Tiffany Christensen, Secretary to the Board

Approved by the Conrad Public Library Board of Trustees: June 20, 2024

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