

Board of Trustees Regular Meeting Minutes

Thursday, November 17, 2022 @ 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, Helen Bingaman, Pat Heinen, Anna Pollard, [Lida Holst 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 @ 6:58 pm.

2. Public Comment

There was no public comment.

3. Approval of Minutes

Pat made a motion to approve the minutes as read from the October 20th meeting; Anna seconded; motion carried unanimously.

4. Reports

a. Conrad Public Library: Library Director

- September's statistical report was presented.
- New networking equipment reported 13,119 separate Wi-Fi sessions in October.
- Whoop-Up photos are now displayed in the front room; this will begin a rotating community art display.
- Young teen murder mystery party was a success with 22 participants. Helen and Tiffany will set a date for the youth book club.
- The library participated in Trunk-or-Treat with an *Alice's Adventures in Wonderland* themed trunk; the CPL Foundation supplied candy.
- The back bathroom floor and plumbing have been repaired.
- The RFP was published in the I.O.; Tiffany has received communication from several interested firms.

Conrad Public Library: Accounting/Budget

- The accounting report as of the end of October was not yet available from the City; Discretionary spending should be on track.

b. Friends of the Conrad Public Library - NO REPORT

c. Conrad Public Library Foundation

- The Foundation will host the annual Christmas Stroll piano recital on the evening of December 2nd.

d. Pathfinder Federation

- Pat gave a report on the federation meeting that he and Tiffany attended in Fort Benton on October 27th.

e. Montana State Library

- Tracy Cook's MSL report to the Pathfinder Federation was briefly discussed.

Board of Trustees Regular Meeting Minutes

Thursday, November 17, 2022 @ 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.

5. Old Business
 - a. NONE

6. New Business
 - a. Community Exhibit and Display Policy
 - Tiffany presented a proposed policy to cover community information and art displays in the library to set expectations and address liability concerns.
Pat made a motion to approve and adopt the Community Exhibit and Display Policy as presented; Helen seconded; motion carried unanimously.
 - b. Volunteer Policy - TABLED
 - Tiffany presented a policy draft that would address volunteer opportunities; more information from the City and MMIA is required regarding insurance coverage that will affect how volunteers may be utilized.
 - c. Collection Development Policy Review
 - The current CDP was reviewed with potential changes/additions. Tiffany provided resources for trustees to research aspects of the policy that need to be addressed; she asked for feedback to assist in creating a new draft policy.

7. Closed Session - NONE

8. Future Business
 - a. Strategic Plan

9. Upcoming Meeting(s)
 - a. A special meeting is scheduled for Thursday, December 1, 2022, 7:00 pm at the library to review proposals for a Preliminary Architectural Report
 - b. The next regular board meeting is scheduled for Thursday, December 15, 2022, 7:00 pm at the library.

10. Adjourn

Glenda adjourned the meeting @ 8:22 pm.

...

Respectfully submitted by:
Tiffany Christensen, Secretary to the Board