

Board of Trustees Regular Meeting Minutes

Thursday, May 12, 2022 @ 4:00 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.

1. Roll Call / Quorum = Yes

Board: Lacie Vermulm, Pat Heinen, Anna Pollard, Lida Holst, Glenda McKeone

Ex-Officio: Carolyn Donath [Jamie Miller absent]

Staff: Tiffany Christensen

Guests: Daniel Jones

Public: none

2. Call to Order

Chair Lacie Vermulm called the meeting to order @ 4:00 pm.

3. Public Comment

There was no public comment.

4. Old Business [agenda changed to accommodate guest schedule]

a. Library Insurance Coverage

- City Attorney Daniel Jones represented the City of Conrad and stated that the example MOU developed by MMIA and the Montana State Library would be a good starting point for establishing the Library as part of the City and continuing to provide insurance through MMIA. Daniel understood that if the required Notice of Intent was submitted, MMIA would extend coverage after the July deadline if both parties were moving forward with the MOU in good faith.
- Lacie brought up the need for a lease agreement, which could be created as a second document, and it was confirmed that the City Personnel Manual may be updated to accurately reflect the relationship between the City and the Library.

5. Approval of Minutes

Pat made a motion to approve the minutes as read from the March 17th meeting; Glenda seconded; motion carried unanimously.

6. Reports

a. Conrad Public Library: Library Director [reported by Tiffany]

- Patron count and circulation numbers increased significantly throughout March, but dropped slightly in April. Weather, baseball, and rising Covid numbers were thought to affect library usage.
- New computer desks were assembled and provide room for an additional computer in the future.
- Tiffany will coordinate with Randy Rossmiller to prepare the public computers and install DeepFreeze software to ensure patron privacy. Subscriptions will be \$56.70/year for each computer.
- Carolyn attended an online Starlink meeting and reported experience as a rural library. Prospective cost for libraries will be \$500/month, E-Rate pending.

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- Travis from Bain's Plumbing examined the back bathroom and stated that odor issues were easily fixable. The addition of a utility sink in the back hallway is possible - pending estimate.
 - Meadowlark has begun sending a class of students over and the High School Child Development class has attended Story Hour and visited for additional projects.
 - Liz is preparing a Summer Reading schedule and prizes; she is attempting to contact Utterback School to coordinate Accelerated Reader tests during the summer.
 - Tiffany spoke at the Chamber of Commerce Luncheon on May 12, 2022 about the Library and the upcoming levy; she received all positive feedback.
 - b. Conrad Public Library: Accounting/Budget
 - Finance Officer Hilary was able to provide the reports for February, March, and April. 56% of the Fiscal Year's budget has been spent through April 2022.
 - c. Friends of the Conrad Public Library
 - Tiffany reported that Anna organized the first official Friends event, a Paint & Sip night on May 9th. 26 people attended and many expressed interest in future events.
 - d. Conrad Public Library Foundation
 - The Foundation set up a booth at IGA April 29th and May 6th to pass out flyers and bookmarks to encourage people to vote for the library levy. They received only positive feedback.
 - e. Pathfinder Federation
 - Tiffany and Lacie attended the Spring Membership Meeting on May 5, 2022 in Fort Benton.
 - The federation reported that libraries will receive \$2,284.74 in the next fiscal year.
 - Adding a hybrid option to attend future meetings in person or via zoom will be discussed at the next meeting.
 - The guest speaker was Kate McMahon who presented information about resources and grants available to Montana libraries.
 - f. Montana State Library
 - Lacie attended the Website Chat meeting on April 15, 2022 and provided a report.
7. Old Business
- a. Library Insurance Coverage
 - It was discussed that the Library might pursue a full or partial coverage by MMIA through the City of Conrad or opt to establish itself as a separate entity from the City and seek its own insurance.
- Anna moved and Lida seconded to continue with MMIA and work with the City to develop an MOU; motion carried unanimously.**
- b. Capital Improvement Plan Preparation
 - We are currently waiting for Bain's estimate (for back bathroom and utility sink) and until the levy is hopefully passed to resume CIP projects.
8. New Business
- a. Trustee Terms Review

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- Lacie announced her decision to decline serving a second term once her current term expires on June 30, 2022. She was thanked for her service and hard work over the past five years.
 - b. Director's Annual Performance Evaluation
 - Carolyn was commended for her work as Director of the Library for the past 19 years. She has been training Tiffany and creating a positive and successful handoff before her retirement beginning July 1, 2022.
 - c. Future Board Meetings Day/Time
 - Lida expressed interest in changing the scheduled board meeting time. Tiffany agreed that an evening time would allow staff members to attend as well as the public who might work during the day.
9. Closed Session - NONE
10. Future Business
- a. New Public Library Standards (starting July 1, 2022)
11. Upcoming Meeting(s)
- a. The next regular board meeting is scheduled for Thursday, June 16, 2022, 7:00 pm at the library.
 - b. Tiffany will be attending the Public Library Director's Institute May 16-19 in Great Falls.
12. Adjourn
- Chair Lacie Vermulm adjourned the meeting @ 5:30 pm.

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Respectfully submitted by:

Tiffany Christensen, on behalf of the Secretary to the Board