

Board of Trustees Regular Meeting Agenda

Thursday, December 17, 2020 @ 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.

0. Roll Call / Confirm Quorum
 1. Call to Order
 2. Public Comment
 - *Note: The Board Chair will also ask for "Public Comment" during any/all action items*
 3. Approval of Minutes
 - a. October 15, 2020 Regular Meeting - **ACTION**
 4. Reports
 - a. Conrad Public Library
 - i. Library Director
 - ii. Accounting/Budget
 - b. Friends of the Conrad Public Library
 - c. Conrad Public Library Foundation
 - d. Pathfinder Federation
 - i. Fall Membership Meeting
 - e. Montana State Library
 5. Old Business
 - a. Memorandum of Understanding
 - i. City of Conrad's Response
 - b. Policies Review
 - i. Proposed Collection Development Policy – **ACTION**
 - ii. Proposed Programs Policy – **ACTION**
 - iii. Proposed Elevator Policy – **ACTION**
 - iv. Proposed Hours of Service Policy – **ACTION**
 - v. Proposed Removal of Copy Machine and Fax Policy – **ACTION**
 - vi. Proposed Removal of Audiovisual Equipment Policy – **ACTION**
 - vii. Proposed Removal of Copyright Policy – **ACTION**
 - viii. Proposed Removal of Leased Book and Audiobook Policy – **ACTION**
 - ix. Proposed Removal of Display Policy – **ACTION**
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6. New Business

- a. ARM Public Library Standards Review – TABLED until FY22 Annual Board Orientation
- b. Annual Board Orientation and Library Tour Preparation
 - i. Proposed Trustee Job Description – **ACTION**
 - ii. Proposed Board of Trustees Code of Ethics – **ACTION**
 - iii. Proposed Board Annual Evaluation – **ACTION**
- c. Planning
 - i. Proposed 2021 Holidays and Planned Closures – **ACTION**
 - ii. Library Hours of Service Going Forward – **ACTION**

7. Closed Session

- *Note: The Board Chair may close the meeting due to a matter of privacy*

8. Future Business

- a. Library Director Job Description and Annual Evaluation Preparation
- b. 2024-2032 Library Mill Levy

9. Upcoming Meeting(s)

- *Note: In conjunction with MCA § 2-3-203 and our Public Participation Policy, upcoming Board meetings will be posted publicly on the Library bulletin board and website*
- a. Board Meeting Announcements (made on Friday, December 4, 2020)
 - i. Posted on the Library's Facebook page
 - ii. Emailed Invite to County Commissioners, City Council, and Mayor
 - b. Library Tour – TABLED until FY22 Annual Board Orientation
 - c. Regular Board Meeting
 - i. Thursday, January 21, 2021 @ 4:00 pm

10. Adjourn