

Board of Trustees Regular Meeting Minutes

Thursday, February 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.

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 @ 7:05 pm.

2. Public Comment

There was no public comment.

3. Approval of Minutes

Anna made a motion to approve the minutes as read from the January 19th meeting; Pat seconded; motion carried unanimously.

4. Reports

a. Conrad Public Library: Library Director

- January's statistical report was presented; library visits, program attendance, and circulation were up from last month and last year.
- New programs have been introduced: a monthly digital resources class, a fiber arts group meet-up, and a Cowboy Academy monthly early out visit.
- The Midwest Tape contract (hoopla Digital) has been renewed for another 24 months. Although this offering is not as cost-effective as other digital platforms, the on-demand availability of materials and additional selection are positive factors in patron usage; checkout limits may be altered for budget purposes if needed.
- The Palace Project is a new digital platform that is being explored by the MSL; Tiffany is in the process of registering the library (cost to use is currently covered by MSL) to see if the service would be beneficial for our community.
- Liz has become a notary public and is waiting on the supplies. This is an increasingly popular service that we offer to the public, free of charge.
- Information was submitted to MSL regarding Excellent Library Services Award (ELSA) standards. The main area for improvement is the implementation of a strategic plan, which is currently being developed.
- A children's book was provided for board review: "Not My Idea" by Anastasia Higginbotham. Tiffany also offered a list of similar books, which may contain more age-appropriate material.
- Tiffany will meet with a ProQuest representative regarding a library institutional account for patrons to access newspapers.com.

Conrad Public Library: Accounting/Budget

- The accounting report as of the end of January was presented; expenditures are on track. The discrepancy in the original appropriation for Personnel Services is still under question.

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- b. Conrad Public Library Foundation - NO REPORT
 - c. Pathfinder Federation - NO REPORT
 - d. Montana State Library
 - The MSL legislative update was reviewed.
5. Old Business
- a. Volunteer Policy
 - Tiffany spoke with other library directors regarding volunteers; most libraries utilize regular, long-term volunteers rather than short-term or one-time volunteers. A volunteer job description for a substitute position will be created to assist with unplanned staffing shortages.
 - MMIA will discuss workers' compensation coverage options for volunteers at their next meeting.
 - b. Strategic Plan
 - The United for Libraries "A Library Board's Practical Guide To Strategic Planning" was distributed to board members. Tiffany will prepare information for the next step.
6. New Business
- a. PAR Contract
 - The proposed contract, attached scope, and correspondence with Nelson Architects were reviewed.
- Anna made a motion to approve the contract as submitted and sign with Nelson Architects; Helen seconded; motion carried unanimously.**
7. Closed Session - NONE
8. Future Business
- a. NONE
9. Upcoming Meeting(s)
- a. The next regular board meeting is scheduled for Thursday, March 16, 2023, 7:00 pm at the library.
10. Adjourn
- Glenda adjourned the meeting @ 8:21 pm.

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Respectfully submitted by:
Tiffany Christensen, Secretary to the Board