

Board of Trustees Regular Meeting Minutes

Thursday, October 26, 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: Helen Bingaman, Pat Heinen, Nancy Powell [Glenda McKeone, Lida Holst absent]

Ex-Officio: Tiffany Christensen [Jamie Miller absent]

Guests: David Cates

1. Call to Order

Vice Chair Helen Bingaman called the meeting to order @ 7:00 pm.

2. Public Comment

There was no public comment.

3. Approval of Minutes

Pat made a motion to approve the minutes with the addition of David Cates listed in attendance as a guest for the September 21st meeting; Helen seconded; motion carried unanimously.

4. Reports

a. Conrad Public Library: Library Director

- September statistics were presented; the numbers dropped to a level more comparable with those of the last couple of years; general library traffic and usage was seemingly higher as programming and attendance were down due to training.
- The part-time library assistants are performing very well and are proactive about learning and taking on new tasks.
- The back door camera/intercom is up and running; we are still getting used to the system, but encourage patrons to utilize the back door if they wish to park on the north side of the building.
- Shelby Glass will work the front door replacement project into their schedule; completion is also weather-dependent.
- Tiffany has completed and submitted the Public Library Survey statistics for FY 22/23 to the MSL; the software was new and provided ready reports and infographics.
- More than 100 pairs of solar eclipse glasses were handed out for the October 14th annular solar eclipse. Patrons were encouraged to keep them for the April total eclipse, but we have several hundred left to provide at that time.
- Tiffany met with Mayor Miller and it was determined that the MOU between the Library and the City be revisited before June 2024; after the extension ends on October 31st, the MOU will revert back to the original agreement which automatically renews each year; MMIA insurance coverage will be maintained.
- Lida and Tiffany looked into CDBG grant funding; the planning grant most likely will not go through by the deadline, so effort will be put into the application for next year's CDBG construction grant.
- Trunk-or-Treat will be on Tuesday, October 31st; the library will have a "Wonderful Wizard of Oz" themed trunk. Candy provided by the Foundation.

Conrad Public Library: Accounting/Budget

- The expenditure report as of the end of September was presented; spending is on track for the fiscal year.

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- b. Conrad Public Library Foundation
 - The Foundation met on October 17, 2023; they will provide candy for Trunk-or-Treat and plan on hosting the annual Christmas Stroll recital on December 8th.
- c. Pathfinder Federation
 - Pat and Tiffany attended the fall Federation meeting on October 26th via Zoom due to weather. Money management training was postponed until the spring meeting.
- d. Montana State Library
 - Tiffany provided a brief update of MSL news and programs that was presented during the Federation meeting.
5. Old Business
 - a. Future Library Funding
 - Tiffany reached out and received no update about potential funding discussions.
6. New Business
 - a. NONE
7. Closed Session
 - a. NONE
8. Future Business
 - a. Strategic Working Plan
9. Upcoming Meeting(s)
 - a. The next regular board meeting is scheduled for Thursday, November 16, 2023, at 7:00 pm at the library.
10. Adjourn

Helen adjourned the meeting @ 8:21 pm.

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Respectfully submitted by:

Tiffany Christensen, Secretary to the Board