

Board of Trustees Regular Meeting Minutes

Thursday, January 20, 2022 @ 4:00pm 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, Glenda McKeone, Lida Holst, Anna Pollard
 - Ex-Officio: Carolyn Donath; Mayor Jamie Miller
 - Staff: Tiffany Christensen
 - Guests: None
 - Public: None
2. Call to order
 - Chair Lacie Vermulm called the meeting to order at 4:03.
3. Public Comment
 - There was no public comment
4. Approval of Minutes
 - Pat made a motion to approve the minutes as read from the December 16, 2021 meeting. Anna seconded. Motion carried unanimously.
5. Reports
 - a. Pathfinder Federation- no report
 - b. Friends-no report
 - c. Foundation
 - a. Combined Fund Drive donated \$1561 to the Library Foundation. The money will be invested.
 - d. Librarian report
 - a. Don Mean, our Starlink contact, sent a letter saying that cats were using satellite dishes to keep warm. Just shared for a laugh.
 - b. Because of the outbreak of the flu, staff and patron services were very disrupted during January.
 - c. The case upstairs is being given away.
 - d. We asked for more hotspots from MSL. Going forward, when the grant runs out, the cost would be \$30 per month per hotspot.
 - e. Brooke finished barcoding the Montana section.
 - f. Agnes is retiring from the City of Conrad on March 31,2022.
 - g. Our budget at 6 months shows we have spent 34% of our budget. We are doing well.
 - h. Mill Levy Update
6. Old Business
 - a. Library Insurance Coverage Update

i. Tiffany shared the insurance information with us that she had collected. PCI seemed the most interested in covering us. She said the costs would be very close to the amount we are already paying into MMIA.

ii. MMIA is meeting January 21, 2022. They will not be making any decisions. The decision will be made in March. Mayor Jamie will speak to Alan Hulse on Monday.

iii. We discussed with Jamie the agreements that we have to formalize between the City, County and Library. This may include a building lease agreement with the City.

b. Mill Levy Update

i. There has been an exchange of emails between Tawnee (Valier's board chair) and Lacie. Lacie has been extremely professional and is standing firm on the board's decision for a continuance. Lacie emailed the Valier Public Library and gave them an updated request letter draft, that included the split percentages, along with the mills/amounts for each library that Valier requested. Outlining in the letter everything a levy continuation would include (including the split) is important so that there are no questions in the future or reason to negotiate during the levy.

ii. Kody and the County Attorney will determine the ballot language.

iii. The Valier Public Library has a Board meeting today, so we are awaiting their response to whether or not they agree to sign the letter.

c. Capital Improvement Plan

i. The Capital Improvement Plan had no report, as Pat is waiting to hear from Bain. They have been extremely busy due to the cold weather. Shelby Glass has ideas for improving the front and back doors; they will send an estimate.

d. New Director Hiring Process

i. Tiffany left the meeting while we discussed the New Director Hiring Process. Lacie feels the Board, a commissioner, and the Mayor should be in on the interviews. The job will be advertised internally within the City. Next month we will determine salary range.

7. New Business

a. Lacie shared the 2021 Community Survey Results. They were very positive, although the response was less than what we would have hoped for. Only 25 people responded.

b. Jamie asked that we do a float for Whoop Up, which would be a great way to promote the levy.

8. Closed Session – not needed

9. Future Business – items were discussed

10. Upcoming Meetings

a. Our next Board Meeting will be February 17, 2022 @ 4:00 pm.

Chair Lacie adjourned the meeting at 5:17 pm

Respectfully submitted by:

Carolyn S. Donath, Secretary to the Board