

Board of Trustees Regular Meeting Minute

Thursday, September 16, 2021 @ 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.

0. Roll Call/Quorum=Yes

Board: Lacie Vermulm, Anna Pollard, Pat Heinen, Glenda McKeone
Ex-Officio: Carolyn Donath
Staff: Tiffany Christensen
Guests: None
Public: None

1. Call to order

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

2. Public Comment

There was no public comment.

3. Approval of Minutes

Glenda made a motion to approve the minutes as read from the August 19th meeting. Anna seconded. Motion carried unanimously.

4. Reports

Conrad Public Library Director Report

- Barcoding is going great. We're 2/3 done!
- MSC will go live on September 29. Training will be the week of September 20.
- Signage is at front door reminding patrons that if they're sick, please don't come in.
- Randy is working on the computers.
- Notary services and faxing will now be free of charge for patrons.
- Cut Bank Job Service will be at the Library one day a week.
- Children's programs have started, but participation is low due to Covid numbers in the county.
- After school programs will start in October, depending on Covid numbers.
- Our new way to record statistics is in use.
- There was an extended conversation regarding dogs in the library. A record will be kept of all service animals that enter the library. Also, Carolyn will go over the law with library staff regarding service dogs and what questions can legally be asked.

Accounting/Budget

- City Council has highly recommended including an Attorney Fees line item in the FY22 budget. Carolyn will add this to a title of an already approved line item and no additional funds will be budgeted for that item.
- No FY22 financial reports were presented (Agnes has been out of the office).

Friends of the Library

- Anna reported that the next Friends meeting will be on Friday, September 24th.

- A Facebook group is being developed.

Conrad Public Library Foundation

- No report; next meeting is on Tuesday, September 21st.

Pathfinder Federation

- No report; next meeting is on Thursday, October 28th.

Montana State Library

- Lacie presented a written report summarized from MSL's Website Chat in September.

5. Old Business

- The levy was briefly discussed. A meeting with the Board of the Valier Public Library will be arranged.

6. New Business

- Changes to two of our current policies were discussed.

Anna made a motion to amend the Hours of Service policy to have the library opening at 9:00 am each day. Glenda seconded. Motion carried unanimously.

Pat made a motion to amend the Children policy to change the ages for children from 6-9 must be accompanied by a parent, 10 and older can be unaccompanied. Anna seconded. Motion passed unanimously.

- The bylaws need to be reviewed per our 2-year schedule. A formal review and any amendments will be done before the end of the calendar year.
- We discussed creating a simple "annual report" for the community and patrons, using the new spreadsheet/stats used for MSL reporting (an example was presented).

7. Closed Session

- There was no need for a closed session.

8. Future Business

- The vision statement is being worked on by Tiffany, Anna, and Lacie. A draft will be presented to the board at an upcoming meeting.
- We discussed the idea of creating an online community survey to help develop a formal strategic plan. Survey questions will be drafted and presented at an upcoming meeting.

9. Upcoming meetings.

- Regular Board Meeting will be Thursday, October 14, 2021 at 4:00pm (date changed due to MT Teacher Convention).

10. The meeting was adjourned at 4:42pm

Respectfully submitted by:

Carolyn Donath, Secretary to the Board