

Board of Trustees Regular Meeting Minutes

Thursday, November 21, 2024 @ 6:30 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.

Trustees: Glenda McKeone, Pat Heinen, Nancy Powell [Lida Holst, Helen Bingaman absent]

Ex-Officio: Tiffany Christensen [Mayor David Cates absent]

Guests: NONE

Chair Glenda McKeone called the meeting to order at 6:45 pm.

1. Public Comment - NONE

2. Approval of Minutes

a. October 16, 2024 Regular Meeting

Pat made a motion to approve the minutes of the October 16, 2024 meeting as read; Nancy seconded; motion carried unanimously.

3. Reports

a. Conrad Public Library: Director's Report

- October statistics indicated continued increases in library visits (+33.2%), circulation (+40.6%), and program attendance (+118.9%).
- The StoryWalk has been finished and the first story displayed along with pictures created by local Head Start students. We also received a \$2,000 grant from Conrad's 100 Strong to be used for a laminator, supplies, and future books.
- Received \$500 Big Sky Reads grant to be used for the book club.
- 30 people attended the Pondera Players Readers' Theatre and 13 people participated in the Sample the Season fall tasting and recipe exchange.
- Trunk-or-Treat went well with our "Very Hungry Caterpillar" trunk; the Foundation provided candy.
- Upcoming event: Christmas Stroll Recital on Friday, December 6th at 5:00 pm.

Conrad Public Library: Accounting/Budget

- The expenditure report as of the end of September (33.3% through the FY) was presented.

b. Conrad Public Library Foundation - NO REPORT

c. Pathfinder Federation - NO REPORT

d. Pondera County Collaboration Committee - Nancy and Helen met with the Valier reps on October 19th and discussed potential collaborative projects. They are suggesting having a booth at the Marias Fair featuring a book giveaway and raffle.

4. Old Business

a. Environmental Abatement Plan

- No response on potential grant assistance, so Tiffany asked Hygienix to get started on a contract and bid package for the abatement project.

b. SLIPA Grant Projects

- No contract yet received from the Department of Commerce; Nelson Architects will provide a publication for the project bids to be publicized in the next few weeks.

5. New Business

a. Policy Review: Programs - TABLED

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- Tiffany suggested changing some verbiage to match the ALA's Interpretation of the Library Bill of Rights resource.

Tabled for further review and input from all trustees.

b. Teen Advisory Board (TAB)

- Tiffany proposed implementing a Teen Advisory Board with teen members registered as official volunteers; the group would help design teen programs, make recommendations for the collection, and volunteer for library programs as needed.

Nancy made a motion to approve the implementation of a Teen Advisory Board; Pat seconded; motion carried unanimously.

c. Update Job Descriptions for City of Conrad Policy Manual

- Updated descriptions of the current positions, duties, and qualifications were presented for addition to the City of Conrad Policy Manual; current positions include Library Director, Youth Services Librarian, Library Assistant II, Library Assistant I, Janitor, Volunteer, Trustee, and Teen Advisory Board Member. The new descriptions have been reviewed by the MMIA HR department.

Pat made a motion to approve the Job Descriptions as presented; Nancy seconded; motion carried unanimously.

6. Closed Session - NONE

7. Future Business

a. 2025 Holidays & Planned Closures Schedule

8. Upcoming Meeting(s)

a. Regular Board Meeting

- Thursday, December 19, 2024 @ 6:30 pm

9. Adjourn

a. Glenda adjourned the meeting at 7:48 pm.

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Respectfully submitted by:

Tiffany Christensen, Secretary to the Board

Approved by the Conrad Public Library Board of Trustees: December 19, 2024