

Conrad Public Library

## Board of Trustees Regular Meeting Minutes

Thursday November 18, 2021 @ 4:00 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.*

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0. Roll Call/Quorum=Yes

Board: Lacie Vermulm, Anna Pollard, Pat Heinen, Glenda McKeone  
Ex-Officio: Carolyn Donath [Wendy Judisch absent]  
Staff: Tiffany Christensen  
Guests: Valier Public Library: Kathy Dean, Tawnee Hartwell, Janelle Holden, Chris Grotbo, Cathy Brandvold  
Public: None

1. Call to order

Chair Lacie Vermulm called the meeting to order at 4:01 pm.

2. Public Comment

There was no public comment.

3. Special Guests – Valier Public Library

Valier Library shared how the possibility of not being covered by MMIA insurance in the future would affect them, with the Town of Valier currently paying for their current insurance. They suggested either changing the mill levy split by 5% (from 70%/30% Conrad/Valier to 65%/35%) or increasing the number of mills for the upcoming levy in June, due to their potential \$13,000 budget shortage (determined by quotes obtained by them) if private insurance is needed.

Tiffany mentioned the possibility of sharing books between the two libraries, now that Conrad is on Montana Shared Catalog. Both parties responded very positively about this idea, so the librarians will explore specific coordination efforts (administrative, transporting books, etc.) in order to help make this possible for our patrons.

The Conrad Library Board decided to expedite contacting insurance agents now, instead of waiting until January 2022, to view local quotes for private insurance coverage.

The combined continuation request to the Pondera County Commissioners was tabled, since additional information and discussion will need to take place. However, the deadline to get the request to the County in a timely fashion was discussed by both parties.

4. Approval of Minutes

**Anna made a motion to approve the minutes as read from the October 14, 2021 meeting; Tom seconded; motion carried unanimously.**

## 5. Reports

### a. Conrad Public Library

Carolyn reported that she and Tiffany attended virtual fall workshops, going towards continuing education. Elizabeth is doing a great job with the kids programs. New furniture for the kids areas were ordered. MSC is an adjustment, but it will be great.

Tiffany talked to Suzanne Reimer with Montana State Library regarding service dogs. The legal questions and procedures, along with an online documentation process, has been communicated to library staff.

Carolyn announced she will be retiring at the end of June 2022. Lacie will contact Tracy Cook with Montana State Library to discuss succession planning and the hiring process for a new Library Director.

### b. Friends of the Library

Anna reported that the newspaper article she wrote should be in The Independent-Observer soon. The Friends have been providing treats to the library staff and have a Facebook group.

### c. Conrad Public Library Foundation

3 Rivers grant money was used to pay for \$1000 to Hoopla and \$1000 to Dolly Parton Imagination Library, as well as for items for a "murder mystery table" for the Christmas Stroll auction event. The board agreed to a \$250 holiday bonus for all library employees (that amount coming from the 3 Rivers grant, as well).

The Christmas Stroll Music Recital will be at the Conrad Public Library on Friday, December 3, 2021, at 6:00 pm. Piano students will have a recital, Dave Arends will play his violin, Elizabeth and her mom will sing, and anyone else who would like to sing can meet at the library. The Foundation is making gift bags for those who participate.

### d. Pathfinder Federation

Carolyn and Lacie attended the Fall Membership Meeting via Zoom. A written report provided.

### e. Montana State Library

Lacie attended MSL's November Webside Chat via Zoom. A written report was provided.

## 6. Old Business

a. 2023-2031 Library Mill Levy Update was discussed earlier in the meeting with Valier.

b. Library Insurance Coverage was also discussed earlier in the meeting with Valier.

c. No comments regarding the third reading of the bylaws; final reading at December meeting.

d. Pat is working on the Capital Improvement Plan. Bain Plumbing & Heating will give their recommendations for the building, along with an estimate for adding a back hallway utility sink. Carolyn contacted Shelby Glass regarding the front and back doors. Carolyn will contact contractors to receive quotes for repairing the roof above the office and elevator.

7. New Business

- a. Carolyn completed the FY 2021 Montana Public Library Statistics and the data was reviewed. This information, with the MSL 2007-2020 data, will be shared to view year-to-year progress and performance to the board.
- b. Tiffany and Lacie will draft a new emergency response plan for the board to review.

8. Closed Session

No closed session at this meeting.

9. Future Business

Items listing on the agenda were reviewed.

10. Upcoming Meetings

The next regular board meeting is scheduled for Thursday, December 16<sup>th</sup>, 4:00 pm at the library.

11. Adjourn

Chair Lacie Vermulm adjourned the meeting at 5:37 pm.

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Respectfully submitted by:

Carolyn Donath, Secretary to the Board