

Board of Trustees Regular Meeting Minutes

Thursday, August 14, 2025 @ 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, Lida Holst, Nancy Powell, Helen Bingaman, Tim Lastowski

Ex-Officio: Tiffany Christensen, Mayor David Cates

Guests: Maya Clark; Valier Public Library: Cathy Brandvold, Tawnee Hartwell, Kimberli Aguilar, Rhanda Eagle Speaker, Chris Grotbo

Chair Glenda McKeone called the meeting to order at 6:30 pm.

1. Public Comment

- a. Maya Clark from the Western Triangle Agriculture Research Center described some visuals being prepared for the StoryWalk. They will feature information about local insects geared toward children and should be ready to display next spring.

2. Approval of Minutes

- a. June 16, 2025 Regular Meeting

Lida made a motion to approve the minutes of the June 16, 2025 meeting as presented; Tim seconded; motion carried unanimously.

3. Reports

- a. Conrad Public Library: Director's Report

- June statistics: 1,822 library visits (+11.3% from last year), 2,807 items circulated (+4% from last year) with digital items accounting for 29.3%, and 256 program attendees (-22.9% from last year due to scheduling conflicts with Cowboy Academy summer program).
- July statistics: 1,224 library visits (-29.1% from last year), 2,384 items circulated (-14.9% from last year) with digital accounting for 29.1%, and 305 program attendees (-19.1% from last year).
- The library was closed for eight days (36% fewer operating days in July) due to HVAC construction.
- The HVAC project is almost completed; a few minor finishing pieces are still on order. The construction process as carried out caused additional environmental mitigation services; Tiffany will address unanticipated costs once they are received.
- Liz and Tiffany ran the popular face painting booth at National Night Out.
- Upcoming events include the teen movie night and tie-dye during next week's Story Time in the Park.

Conrad Public Library: Accounting/Budget

- Tiffany presented expenditures for the current fiscal year to date; full accounting to be provided once a final budget is approved.

- b. Conrad Public Library Foundation - NONE

- c. Pathfinder Federation - NONE

- d. Pondera County Collaboration Committee

- The joint board picnic in Valier was enjoyed by all and encouraged a growing positive relationship between the Pondera County libraries. A winter dinner in Conrad was suggested as the next get-together.

4. Old Business - NONE

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5. New Business

a. Final Budget FY 2025/26

Lida made a motion to approve the FY 2025/26 budget with the planned environmental mitigation project costs moving from Repairs and Maintenance (360) to Capital Outlay (900); Helen seconded; motion carried unanimously.

b. Election of Board Officers

Nancy nominated Glenda as Board Chair and Lida as Vice Chair; Nancy made a motion to approve the board officers as nominated; Helen seconded; motion carried unanimously.

c. Appointment of Board Representatives

Glenda appointed the following representatives: Lida for Pathfinder Federation, Helen and Tim for Pondera County Collaboration Committee; Nancy made a motion to approve the representatives as appointed; Helen seconded; motion carried unanimously.

d. Procedure for Calculating Dedicated Library Levy

- Tiffany presented the recommendation from the Montana State Library to affirm the continuation of the current levy procedure; future ballot language would specifically reference MCA 15-10-420, and approximate mills would not be included. Should the Valier Public Library Board also affirm this, Tiffany and Cathy could present a joint statement to the County Commissioners.

Nancy made a motion to affirm that the library will continue the current practice of tying its voted mills to MCA 15-10-420; Lida seconded; motion carried unanimously.

6. Closed Session - NONE

7. Future Business

a. Strategic Plan

8. Upcoming Meeting(s)

a. Regular Board Meeting

- Thursday, September 18, 2025 @ 6:30 pm

9. Adjourn

a. Glenda adjourned the meeting at 8:25 pm.

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Respectfully submitted by:

Tiffany Christensen, Secretary to the Board

Approved by the Conrad Public Library Board of Trustees: September 18, 2025