

Board of Trustees Regular Meeting Minutes

Thursday, July 21, 2022 @ 7:00 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.

0. Roll Call / Quorum = Yes

Board: Glenda McKeone, Pat Heinen, Anna Pollard, Lida Holst [one vacancy]

Ex-Officio: Tiffany Christensen [Jamie Miller absent]

Staff: none

Guests: none

Public: none

1. Call to Order

Acting Board Chair Glenda McKeone called the meeting to order @ 7:00 pm.

2. Public Comment

There was no public comment.

3. Approval of Minutes

Anna made a motion to approve the minutes as read from the June 16th meeting; Lida seconded; motion carried unanimously.

4. Reports

a. Conrad Public Library: Library Director

- June's statistical report was presented.
- Tiffany completed annual evaluations for Elizabeth and Brooke and implemented weekly staff meetings to conduct ongoing training.
- Tiffany attended the July 19th City Council meeting to provide June report and preliminary budget for FY 22-23.
- Youth book club is scheduled to meet to discuss "The Last Book in the Universe" by Rodman Philbrick. Helen Bingaman is helping to coordinate.
- Maintenance update: Bain Plumbing is to work on basic plumbing repairs in back bathroom as soon as possible; Tiffany has contacted the City to see about cutting down the dead tree in front of the building; Network cabling will resume next week.

Conrad Public Library: Accounting/Budget

- The accounting report for the end of June was presented.

b. Friends of the Conrad Public Library: Anna Pollard

- Meeting next week to transfer the organization to new leadership.
- Interest expressed for another Paint & Sip event - possibly September/October.
- Anna would like to look into hosting a One Book, One Community event this winter.

c. Conrad Public Library Foundation - NO REPORT

d. Pathfinder Federation – NO REPORT

e. Montana State Library - NO REPORT

5. Old Business

a. Library Mill Levy

- Reviewed recent communication with Levy partners.

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b. Library Insurance Coverage Update

- Reviewed City of Conrad & Library MOU for MMIA Insurance. Updated MOU was signed by party representatives and submitted by the city attorney on 7/15/22 to ensure continuation of Library insurance coverage. MOU may be reviewed and amended in one year if needed.

Pat made a motion to approve the submitted MOU; Anna seconded; motion carried unanimously.

c. Trustee Vacancy

- No additional interest forms have been submitted.

d. Capital Improvement Update

- Shelby Glass has ordered materials for the exterior door replacement project. Tiffany submitted a grant to 3Rivers to assist with the cost of automatic handicap operators (estimated at \$8,900).

6. New Business

a. Election of Officers - TABLED

- Board positions and possible responsibilities associated with each were discussed.
- It was decided that officer elections would wait until a final board member has been appointed.

b. Capital Improvement Plan

- The condition in the City of Conrad & Library MOU for a Capital Improvement Plan was discussed. An official CIP would allow for proper financial planning between the City and the Library concerning large projects as well as provide more grant and project funding opportunities.

Pat made a motion to move forward with an official Capital Improvement Plan by seeking proposals; Lida seconded; motion carried unanimously.

c. Preliminary Budget FY 22-23

- The Determination of Fund Requirements (§ 7-6-4034, MCA) was discussed concerning the reorganization of the preliminary budget to show appropriate reserves as the anticipated cash on hand for the end of FY 22-23.
- The majority of expected expenditures is similar to those of last year with the exception of a decrease in payroll and a potential increase in Internet costs once Starlink begins billing for organizations.
- Tiffany proposed transferring \$25,000 from the Library Depreciation Reserve Fund to finance prospective capital improvement projects for the fiscal year.

Amendment: Additional discussion added; Tiffany asked that the Board decide on a maximum amount that the Director can spend on one purchase without Board approval. The Board decided that any purchase up to \$5,000 may be completed by the Director alone.

d. New Public Library Standards - TABLED

- Discussion about areas of opportunity regarding the new standards in effect July 1, 2022 was tabled due to time constraints.

7. Closed Session - NONE

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8. Future Business
 - a. Future Library Funding Options

9. Upcoming Meeting(s)
 - a. The next regular board meeting is scheduled for Thursday, August 18, 2022, 7:00 pm at the library; annual board orientation and library tour to follow.
 - b. Tiffany and Elizabeth will attend the Montana Library Association Conference in Missoula August 3-6, 2022.

10. Adjourn

Glenda adjourned the meeting @ 8:52 pm.

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Respectfully submitted by:
Tiffany Christensen, Secretary to the Board

Special Meeting: E-Vote

1. On September 1, 2022, at 2:00 pm, Tiffany Christensen, Library Director, emailed to all members of the Conrad Public Library Board of Trustees requesting a vote to finalize the proposed budget. Acting Chair Glenda McKeone confirmed the email vote process. Motion 1: To approve the proposed budget for Fiscal Year 2022-2023 as the final budget. The last vote was received at 11:12 pm on September 1, 2022. By a vote of 5 in favor and 0 opposed, the motion was approved.