

Board of Trustees Regular Meeting Minutes

Thursday, September 18, 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, Nancy Powell, Helen Bingaman, Tim Lastowski [Lida Holst absent]

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

Guests: NONE

Chair Glenda McKeone called the meeting to order at 6:34 pm.

1. Public Comment - NONE

2. Approval of Minutes

a. August 14, 2025 Regular Meeting

Nancy made a motion to approve the minutes of the August 14, 2025 meeting as presented; Tim seconded; motion carried unanimously.

3. Reports

a. Conrad Public Library: Director's Report

- August statistics:
 - 1,423 library visits (-16.7% from last year); 2,426 items circulated (-2.3% from last year); 26.6% of circulation was digital; 130 program attendees (-44.4% from last year)
- Kindergarten Camp was not held due to Cowboy Academy offering a similar program.
- Minor finishing touches still remain on the HVAC project; Tiffany reported that there were no change orders submitted for the asbestos removal in the original vents.
- The Library has received an AED; three staff members completed AED/CPR/first aid training.
- Tiffany and Nancy attended the MSL Director/Trustee Fall Workshop in Great Falls this week.
- Upcoming event: Community Read - *Fahrenheit 451* on Monday, October 6th at 6:30 pm

Conrad Public Library: Accounting/Budget

- Budget vs. Actuals as of end of August was presented

b. Conrad Public Library Foundation

- The new Foundation website will be published after some final wording is approved.

c. Pathfinder Federation - NONE

d. Pondera County Collaboration Committee

- Helen and Tim will work with Valier's committee members to determine a joint board meeting to begin planning the upcoming levy campaign.

4. Old Business - NONE

5. New Business

a. Policy Review: Circulation and Device Agreement

- Discussion was held regarding out of county patron fees, interlibrary loans, and patron confidentiality.

b. Policy Review: Meeting Space Use and After Hours Use Agreement

- Discussion was held regarding the use of public meeting rooms/spaces for commercial endeavors.

6. Closed Session - NONE

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7. Future Business
 - a. Strategic Plan
8. Upcoming Meeting(s)
 - a. Pathfinder Federation Fall Meeting
 - Thursday, October 2, 2025 in Fort Benton
 - b. Regular Board Meeting - RESCHEDULED
 - Thursday, October 23, 2025 @ 6:30 pm
9. Adjourn
 - a. Glenda adjourned the meeting at 8:29 pm.

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Respectfully submitted by:

Tiffany Christensen, Secretary to the Board

Approved by the Conrad Public Library Board of Trustees: November 20, 2025