

Board of Trustees Regular Meeting Minutes

Thursday December 16,2021 @ 4:00pm 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.

1. Roll Call/Quorum=Yes
Board: Lacie Vermulm, Pat Heinen, Glenda McKeone, Tom Brown; Anna Pollard (sick)
Ex-Officio: Carolyn Donath; Wendy Judisch (absent)
Staff: Tiffany Christensen
Guests: None
Public: None

2. Call to order
Chair Lacie Vermulm called the meeting to order at 4:00.

3. Public Comment
There was no public comment

4. Approval of Minutes
Glenda made a motion to approve the minutes as read from the November 18, 2021 meeting. Pat seconded. Motion carried unanimously.

5. Reports
Conrad Public Library Director Report
 - The Christmas Stroll had 117 guests and performers.
 - Golden Rule is having their Christmas program at the library.
 - Shelby Glass has contacted us and is looking into replacing the front and back door.
 - Christmas bonuses were greatly appreciated.
 - Phillip is leaving until January.
 - We are wrapping gifts for Giving Tree, as a community project.
 - We got a free CD/DVD cleaner from Bozeman Public Library.
 - We are waiting for \$725 Playaway gift from State Library
 - Horizon Lodge visits going well
 - As a community project, we will be handing out vaccination card holders.
 - 850 patrons 1867 Circulation for November
 - Young Authors are reading their books tonight at the library.
 - Barcoding is almost done. We just ordered 10,000 new barcodes.
 - a. Friends of the Library-no report

- b. Conrad Public Library Foundation-no report
- c. Montana State Library-no report
- d. Pathfinder Federation- no report

6. Old Business

- a. Library Insurance Coverage Update
 - i. Tiffany shared the insurance information with us that she had collected. PCI seemed the most interested in covering us. She said the costs would be very close to the amount we are already paying into MMIA.
 - ii. MMIA will not be meeting until the end of January and then the end of March. We need to continue to investigate what our Plan B will look like.
- b. 2022-2029 Library Mill Levy
 - i. Valier is wanting to change the number of mils being asked for. We believe that would cause the levy to fail.
 - ii. Valier is wanting to change the 70/30 split. We believe the split was finally calculated accurately and the correction was made according to a county formula. We believe the split is accurate and must stay the same.
 - lii. After reviewing several documents, including the Valier Public Library budget reports from the last five years and also their financials, we arrived at the conclusion that we want to move forward in asking for a continuance of the last levy, asking for nothing more.
 - iv. Tom moved and Pat seconded that we not change the levy wording that we had come up with. We will ask for a continuance of the last levy.
- c. Bylaws review.
 - i. It was moved by Glenda and seconded by Tom to accept the bylaws review as is.
- d. Emergency Response Plan Review
 - i. We reviewed it and we are compliant.
- e. CIP Plan Preparation
 - i. Pat is still waiting to hear from Bain Plumbing and Heating.

7. New Business

- a. 2022 Holidays and Planned Closures
 - i. It was moved by Tom and seconded by Glenda to approve the Holidays and Planned Closures.
- b. New Director Hiring Process
 - i. Tiffany left the meeting.
 - ii. We decided to start the process in January.
 - iii. We will decide in January who will conduct the interview.

8. Closed Session

- a. Not needed.

9. Future Business

- a. 2021 Community Survey Results (January 2022)

- b. Vision Statement (tabled until after survey results are reviewed)
 - c. Strategic Plan (tabled until after survey results are reviewed)
 - d. 2007-2021 Statistical Review and Annual Report
 - e. Other items???
- 10. Upcoming Meetings
 - a. Our next Board Meeting will be January 20,2022 @ 4:00 pm.
- 11. Board
 - a. Tom Brown has resigned from the Library Board. It is effective immediately. Lida Holst may be interested in joining.
- 12. Adjourn
 - a. Chair Lacie adjourned the meeting at 5:17 pm

Respectfully submitted by:

Carolyn S. Donath, Secretary to the Board