

Board of Trustees Regular Meeting Minutes

Friday, December 16, 2022 @ 6:00 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, Helen Bingaman, Pat Heinen, Anna Pollard, Lida Holst

Ex-Officio: Tiffany Christensen [Jamie Miller absent]

Staff: none

Guests: none

Public: none

1. Call to Order

Board Chair Glenda McKeone called the meeting to order @ 6:04 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 November 17th and December 1st meetings; Helen seconded; motion carried unanimously.

4. Reports

a. Conrad Public Library: Library Director

- November's statistical report was presented; circulation was up, but library visits and program attendance were down (most likely due to illness).
- The library building was approved for the Historic Montana National Register Sign Program; the organization's historians have written a description of the building to be printed on the sign (Appendix A).
- Some annual survey responses have been received after website, facebook, and in-person requests to participate; an article was printed in the I.O. this week to encourage wider participation.
- Tiffany is working on digitizing library records and working through the records retention process.
- Anna has successfully completed the Trustee Certification Track through the Montana State Library, supporting the professional credibility of library leadership.

Conrad Public Library: Accounting/Budget

- The accounting report as of the end of November was presented; expenditures are on track.

b. Conrad Public Library Foundation

- The Foundation hosted the annual Christmas Stroll piano recital on the evening of December 2nd; attendance was slightly down due to illness.

c. Pathfinder Federation - NO REPORT

d. Montana State Library - NO REPORT

5. Old Business

a. Volunteer Policy

- MMIA will discuss workers' compensation coverage options for volunteers at their next meeting.

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b. Collection Development Policy Review

- Tiffany presented an update policy draft that specified library material selection criteria and a statement of concern about library materials procedure.

Anna made a motion to approve and update the Collection Development Policy as presented; Lida seconded; motion carried unanimously.

6. New Business

a. 2023 Holidays and Planned Closures

Pat made a motion to approve the Holidays and Planned Closures Schedule as presented; Anna seconded; motion carried unanimously.

b. Circulation Policy

- Tiffany requested that the Circulation Policy be changed to allow all library materials, except devices, to be checked out for twenty-eight (28) days.

Anna made a motion to update the Circulation Policy as presented; Lida seconded; motion carried unanimously.

7. Closed Session - NONE

8. Future Business

a. Strategic Plan

9. Upcoming Meeting(s)

- a. The next regular board meeting is scheduled for Thursday, January 19, 2022, 7:00 pm at the library.

10. Adjourn

Glenda adjourned the meeting @ 7:07 pm.

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Respectfully submitted by:

Tiffany Christensen, Secretary to the Board

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APPENDIX A

CONRAD CITY HALL/PUBLIC LIBRARY

Progressive-era enthusiasm for city beautification and the Conrad Women's Club's energetic efforts spurred city officials to replace the town's 1913 city office and jail just three years after its construction. The Women's Club gathered signatures calling for a larger city hall with community event space and, by late October 1916, voters passed a \$13,000 bond issue to fund its construction. "The People of Conrad do things. We are going to have a city hall, and one of the most up-to-date in this part of the state," read a post-election report in the Conrad Independent-Observer. Commissioners hired prolific Great Falls architect George Shanley, designer of Conrad's Luther Block and First National Bank, Valier's Public School, and the Ursuline Academy in Great Falls. Shanley's Neoclassical Revival style design featured locally-fired cream brick walls with rust-red brick trim and impressive arched windows topped with brick keystones. In April 1917, five-hundred people gathered in the unfinished second-floor auditorium for a flag-raising ceremony and dance to support America's entrance into World War I. Ever since, community life has revolved around the building. Both city and county officials occupied offices on the first floor, while the auditorium hosted ceremonies, dances, club meetings, conferences, lectures, and plays. The Conrad Women's Club operated the public library in a small room here in 1928 but soon outgrew it. In 1939, after county offices moved into the newly constructed Pondera County Courthouse, the Women's Club moved the library back into the building where it flourished. Since 1983 the building has served solely for library use.