

Board of Trustees Regular Meeting Minutes

Thursday, September 15, 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, Helen Bingaman

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 @ 7:04 pm.

2. Public Comment

There was no public comment.

3. Approval of Minutes

Lida made a motion to approve the minutes as read from the July 21st meeting; Pat seconded; Glenda opened to discussion.

Tiffany stated that she neglected to notate the monetary limit for the Director to spend on one purchase without Board approval that was discussed at the last meeting. Pat's notes reflected that the Board approved spending up to \$5,000 without Board approval.

Pat made a motion to amend the minutes of the July 21st meeting to include the above and approve the amended minutes; Anna seconded; motion carried unanimously.

4. Reports

a. Conrad Public Library: Library Director

- July and August's statistical reports were presented.
 - Library visits and circulation have decreased slightly from last year.
 - Visuals of book genre circulation may give an indication of what age groups of users are using the library; YA checkouts may illustrate teenage/young adult usage, which is relatively small. Helen has the opportunity to push public library usage to middle school students and will work with Tiffany to purchase requested books in this genre.
- Tiffany and Liz attended the MLA annual conference in Missoula in August and attended several informative sessions, including preparing for book challenges and strategic planning.
- The closure of the Library on September 12th due to short staffing was addressed.
- Tiffany met with Tracy Cook from the Montana State Library for an Incoming Director's Brief to discuss library standards and goals.
- Helen and Tiffany hosted a youth book club for two meetings in August; they are trying to work out a schedule to keep this going throughout the school year.
- Summer Reading has wrapped up and fall programming has begun. Liz is running two after school programs, daycare/preschool tote delivery, New Miami Colony school visits, and two story hour programs per week.
- Tiffany would like to implement adult computer classes one evening per week.

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- Repairs & Maintenance update: the City was approved to remove the dead tree in front of the Library; the office/elevator roof was assessed and will be reshingled as soon as possible; power was added to the new network cabling closet and network testing will occur on September 23rd.

Conrad Public Library: Accounting/Budget

- Tiffany attended the September 6th City Council meeting during which the municipal budget was approved; this budget includes the Library's annual budget.
- The accounting report for August is not yet available from the City.

b. Friends of the Conrad Public Library: Anna

- It has been difficult arranging a meeting to transfer over the responsibilities of the Friends group; Anna is still working on it.
- The Friends have decided that their next event be a "One Book, One Community" event with Jamie Ford's new book, *The Many Daughters of Afong Moy*. They prefer to wait until paperback copies are available and for a time when Jamie Ford has the opportunity to speak in person.

c. Conrad Public Library Foundation: Tiffany

- The Foundation met on September 13th; Tiffany presented a report of the meeting.
- It was decided that the remaining funds from the 3Rivers grant be used for Dolly Parton's Imagination Library; this should further fund the program for 3-4 years.
- The financial relationship between the Foundation and the Library was discussed. It was decided that the Foundation will not seek a financial separation from the Library, but will provide requested financial reports for auditing purposes. The Statement of Purpose for the Foundation will be updated to better reflect the powers and responsibilities over the Endowment Fund.

d. Pathfinder Federation – NO REPORT

e. Montana State Library

- The Fiscal Year 2022 Annual Report has been published, and the MSL is concentrating on its request for increased funding for its broadband initiative.

5. Old Business

a. Election of Officers

- Board members expressed interest in their preferred roles.

Pat made a motion to elect the following: Glenda as Chair of the Board, Helen as Vice Chair, Pat as Pathfinder representative, Lida as the Foundation representative, and Anna as the Friends representative; Anna seconded; motion carried unanimously.

b. Board Orientation

- Tiffany presented binders with information on the Board of Trustees and the history and operation of the Conrad Public Library.

c. Capital Improve Plan (CIP)

- Tiffany spoke with TripleTree Engineering and was informed that they do not provide Preliminary Architectural Report (PAR) services - this is the report that is appropriate for the Library rather than a CIP. A Preliminary Engineering Report (PER) is another option. She has found some potential firms that do offer these services.

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- The Board discussed the pros and cons of a PAR vs. a PER. It was decided that the significantly more expensive PAR would better prepare the Library for more grant funding opportunities if needed; this project may require a bid process and Tiffany will look into creating an appropriate Request for Proposal.

Lida made a motion to move forward in seeking a PAR through a possible RFP bid; Anna seconded; motion carried unanimously.

6. New Business

a. New Public Library Standards

- Board members are now required to complete 3 CEUs (continuing education units) each year. Tiffany has requested that the Board view two online sessions from United for Libraries through the American Library Association; she will also provide information on trustee certification.
- A strategic plan that covers the next 3-5 years is required; Tiffany has a potential process in mind.
- Remaining discussion was tabled due to time constraints.

b. Strategic Plan - TABLED

7. Closed Session - NONE

8. Future Business

- a. Future Library Funding Options
- b. Collection Development Policy Review

9. Upcoming Meeting(s)

- a. Tiffany, Lida, and Glenda will attend the "Administering and Financing Public Libraries in Montana" Workshop in Lewistown on Thursday, September 22, 2022.
- b. The next regular board meeting is scheduled for Thursday, October 20, 2022, 7:00 pm at the library.

10. Adjourn

Glenda adjourned the meeting @ 8:45 pm.

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Respectfully submitted by:

Tiffany Christensen, Secretary to the Board