

Board of Trustees Regular Meeting Minutes

Thursday, January 18, 2024 @ 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, Lida Holst, Helen Bingaman, Nancy Powell

Ex-Officio: Tiffany Christensen [Mayor Jamie Miller absent]

Guests: David Cates

1. Call to Order

Chair Glenda McKeone called the meeting to order @ 7:05 pm.

2. Public Comment

There was no public comment.

3. Approval of Minutes

Lida made a motion to approve the minutes of the December 14th; Nancy seconded; motion carried unanimously.

4. Reports

a. Conrad Public Library: Library Director

- December statistics show steady library visits and circulation. Some elementary school classes have begun visiting, so these numbers are expected to increase.
- Darla worked with the MSU Extension office to submit a grant for the seed library; the group hosted a speaker engagement about local gardening and seed saving.
- Hair styling classes will be held on Thursdays for several weeks and we will look forward to co-hosting future Montana Library Network Virtual Programming sessions.
- The Democracy Project teen group will pursue their chosen project of a school lunch garden. They will need to showcase their project in May.
- The final PAR has not yet been received; once we have more solid projects and costs, we can start applying for grants. Tiffany submitted some library projects for the City's list of priorities regarding the HB 335 SLIPA grant.
- The annual community survey is available on our website or at the library; board members were encouraged to promote the survey, particularly to people who do not use the library.
- Tiffany informed the Board that she sent a letter to a patron regarding a breach of library policy; certain library privileges have been revoked for six months.
- Upcoming events include "Take Your Child to the Library Day" on Saturday, February 6th (open 10:00 am - 2:00 pm) and a potential screening of the "Trust Me" documentary and filmmaker Q&A session.

Conrad Public Library: Accounting/Budget

- The expenditure report as of the end of December was presented; spending is on track for the fiscal year.
- The current library cash report shows line item 101101 "Unrestricted - CIP Future" with a balance of \$27,500.00. Tiffany informed the Board that she will have the City move that balance to 101000 "Cash - Operating" to simplify accounting and give a more accurate picture of library financials. This will have no impact on the budget.

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- b. Conrad Public Library Foundation
 - The Foundation met on January 16th.
 - Expenditures for summer reading supplies were approved.
 - Ruth is prepared to begin assisting in grant writing for the library building projects once we receive a final PAR.
 - The Foundation would like to plan some special events throughout the 2025 calendar year in celebration of the Library's centennial.
 - c. Pathfinder Federation - NO REPORT
 - d. Montana State Library - NO REPORT
5. Old Business
- a. Library Director Salary
 - Glenda recognized that the Board hired Tiffany as the library director with the intent of providing a raise should she receive a Master's of Library and Information Science degree. This degree was awarded in August 2023. Tiffany requested that the Board consider making the position salaried (exempt).
 - The Board of Trustees reviewed information regarding the salaries of City and County department heads as well as those of degreed library directors in comparable libraries. There was much discussion about determining potential raise and salary amounts as well as the restrictions of the current payroll budget.
- Lida made a motion to create a new threshold for the salary of a degreed library director at \$55,000 annually, effective January 1, 2024; Pat seconded; motion carried unanimously.**
- b. Security Camera Policy - TABLED
 - Tiffany provided a draft security camera policy to address the north door intercom/camera system. The Board discussed who should be authorized to access footage, specific video and storage system capabilities, and the policy and procedure regarding the release of footage.
 - This agenda item was tabled in order to perform more research.
 - c. Future Library Funding
 - Glenda and Tiffany met with the County Commissioners on January 4th to discuss the lack of progress regarding pending mediation; the Commissioners will contact the Valier Library Board to determine how to move forward.
6. New Business
- a. Contract with Nelson Architects
 - It is expected that many projects identified in the PAR will most likely be pursued. Continued architectural services will be required for final construction drawings. The original Request for Proposals/Qualifications included potential continued work after the PAR, so it is an option to forgo the procurement process and negotiate a new contract with Nelson Architects. Tiffany is communicating with Dale Nelson and will request a contract proposal for the next step.
7. Closed Session - NONE

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8. Future Business

- a. Strategic Working Plan
- b. Emergency first aid supplies/training (NARCAN, AED Defibrillators, etc.)

9. Upcoming Meeting(s)

- a. The next regular board meeting is scheduled for Thursday, February 15, 2024, at 7:00 pm at the library.

10. Adjourn

Glenda adjourned the meeting @ 8:54 pm.

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Respectfully submitted by:

Tiffany Christensen, Secretary to the Board

Approved by the Conrad Public Library Board of Trustees: February, 22, 2024