

## Board of Trustees Regular Meeting Minutes

Thursday, December 19, 2024 @ 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.*

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Trustees: Glenda McKeone, Lida Holst, Pat Heinen, Nancy Powell, Helen Bingaman

Ex-Officio: Tiffany Christensen, Mayor David Cates

Guests: NONE

Chair Glenda McKeone called the meeting to order at 6:42 pm.

1. Public Comment - NONE

2. Approval of Minutes

a. November 21, 2024 Regular Meeting

**Nancy made a motion to approve the minutes of the November 21, 2024 meeting as read; Helen seconded; motion carried unanimously.**

3. Reports

a. Conrad Public Library: Director's Report

- November statistics indicated the leveling out of library visits (-3.1%) and continued increase of circulation (+23.8%) and program attendance (+14.2%) from the previous year. 35.4% of total circulation was digital.
- Contracts were received from the Montana Department of Commerce for both SLIPA grant projects; requests for bids have been publicized with a closing date of December 20th.
- Hygienix is preparing the project specifications for asbestos abatement and will also include remediation of mold in the southwest corner of the building.
- Tiffany is researching a potential window preservation project for some upcoming grant opportunities.
- Applications are being accepted for the Teen Advisory Board (TAB) that will begin in January along with the soft launch of the Democracy Project.
- Library Legislative Night will be held at the Capitol building in Helena on Thursday, January 9th from 4:00 pm - 7:00 pm.

Conrad Public Library: Accounting/Budget

- The expenditure report as of the end of November (41.7% through the FY) was presented.

b. Conrad Public Library Foundation

- 97 people attended the Christmas Stroll Recital.

c. Pathfinder Federation - NO REPORT

d. Pondera County Collaboration Committee - to meet in January

4. Old Business

a. Policy Review: Programs

- Tiffany presented the policy regarding library-initiated programs with updated language reflecting that of the American Library Association.

**Nancy made a motion to approve the Programs Policy as amended; Helen seconded; motion carried 4-0 (Lida abstained).**

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5. New Business
  - a. 2025 Holidays & Planned Closures Schedule
    - Tiffany presented the list of recommended Library closures for the 2025 calendar year, including Montana state holidays and staff training days.
- Pat made a motion to approve the 2025 Holidays & Planned Closures Schedule as presented; Helen seconded; motion carried unanimously.**
6. Closed Session - NONE
7. Future Business
8. Upcoming Meeting(s)
  - a. Regular Board Meeting
    - Thursday, January 16, 2025 @ 6:30 pm
9. Adjourn
  - a. Glenda adjourned the meeting at 8:18 pm.

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Respectfully submitted by:

Tiffany Christensen, Secretary to the Board

Approved by the Conrad Public Library Board of Trustees: January 16, 2025