

Board of Trustees Regular Meeting Minutes

Friday, May 19, 2023 @ 5:00 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, Helen Bingaman [Lida Holst absent]

Ex-Officio: Tiffany Christensen [Jamie Miller absent]

1. Call to Order

Board Chair Glenda McKeone called the meeting to order @ 5:03 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 April 21st meeting; Pat seconded; motion carried unanimously.

4. Reports

a. Conrad Public Library: Library Director

- April's statistical report was presented; without the colony school classes visiting due to lack of transportation, statistics were down from last year.
- The book drop is scheduled to be installed next Tuesday with the exterior siding following in the near future.
- The library will receive a free solar assessment through the Golden Triangle Resource Council's initiative to promote solar energy in the area.
- The Laura Numeroff author visit will take place next Wednesday the 24th from 11:30-12:30 at the Conrad High School auditorium. We are planning on closing the library during this time.
- The Whoop-Up parade is scheduled for Saturday, June 3rd. Tiffany and Liz are working on decorations for a vehicle to promote the summer reading program (theme: All Together Now).
- Tiffany was able to contact Starlink to switch to the business service package; this cuts the Internet bill by 50%. Service quality will be monitored to see if there are any negative aspects of this change.
- Interviews were conducted for the Library Assistant I position. It was discussed that two people might be hired with one of them eventually promoting to the Library Assistant II position. A special meeting will be scheduled for next week to approve the new hires.

Conrad Public Library: Accounting/Budget

- An accurate account of expenditures was reviewed. The total amount committed is at 69% of the total budget, but large expenditures for the PAR and back door replacement project are expected before the end of the fiscal year.

b. Conrad Public Library Foundation - NO REPORT

c. Pathfinder Federation

- Tiffany and Pat attended the spring federation meeting in Fort Benton on May 4th; Tiffany attended the additional training on disaster preparedness.

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- The federations are requesting an additional \$4,000 from the MSL Commission to be used for a collaborative project. The Pathfinder Federation passed a vote to dedicate those funds to book club kits.
- d. Montana State Library
 - Tracy Cook gave an MSL report at the federation meeting. The mobile hotspot program will continue to be funded and more research will be done on a bill requiring that board meetings be recorded.
- 5. Old Business
 - a. Strategic Plan
 - The draft strategic plan for the next three years was presented. Feedback from MSL consultant Tracy Cook was read; an internal implementation/working plan will need to be created to help track and measure the success of the strategic plan.
Pat made a motion to approve the strategic plan as presented; Helen seconded; motion carried unanimously.
 - b. Future Library Funding
 - No update on agreements or funding structure. Public library statistics were posted on the MSL website for future reference.
- 6. New Business
 - a. Employee Pay Scale
 - Tiffany proposed an employee pay scale that included regular intervals between grades. It was discussed that these wages are competitive for our area and offer an investment in personnel.
Anna made a motion to approve the employee pay scale as presented; Helen seconded; motion carried unanimously.
- 7. Closed Session - NONE
- 8. Future Business
 - a. Library Director annual review
 - b. Budget FY 23/24
- 9. Upcoming Meeting(s)
 - a. Special board meeting is scheduled for Tuesday, May 23, 2023, 12:00 pm at the library.
 - b. The next regular board meeting is scheduled for Thursday, June 15, 2023, 7:00 pm at the library.
- 10. Adjourn

Glenda adjourned the meeting @ 6:20 pm.

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Respectfully submitted by:

Tiffany Christensen, Secretary to the Board