

Board of Trustees Regular Meeting Minutes

Thursday, July 16, 2026 @ 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.

Trustees: Lida Holst, Tim Lastowski, Nancy Powell [Helen Bingaman absent]

Ex-Officio: Director Tiffany Christensen, Mayor David Cates

Speakers: NONE

Vice Chair Lida called the meeting to order at 6:35 pm.

1. Public Comment - NONE

2. Approval of Minutes

a. June 18, 2026 Regular Meeting

Tim made a motion to approve the minutes of the June 18, 2026 meeting as presented; Nancy seconded; motion carried unanimously.

3. Reports

a. Conrad Public Library: Director's Report

- June statistics:
 - 1,595 library visits (-12.5% from last year); 2,051 items circulated (+0.6% from last year); 27.4% of circulation was digital; 290 program attendees (+13% from last year)
- FY 25/26 statistics:
 - 17,841 library visits (-6.6% from last FY); 31,404 items circulated (-8.5% from last FY); 30.5% of circulation was digital; 4,502 program attendees (+3.4% from last FY)
- Solar panel project has been approved by the City of Conrad and plan is in progress; Sweetgrass Development received approval for EPA grant for asbestos abatement.
- Upcoming event:
 - Dinosaur Craft Day on Thursday, July 23rd.
- Official expenditures for FY 25/26 will be available after the budget is closed out.

b. Conrad Public Library Foundation

- Approved funding request for Imagination Library program and community event supplies for FY 26/27.

4. Old Business

a. Election of Officers

Nancy made a motion to elect Lida as Chair and Tim as Vice Chair for FY 26/27; Tim seconded; motion carried unanimously.

b. FY 2026/26 Draft Budget

- Tiffany presented an updated working budget with employee wage Cost of Living Adjustment options of 3%, 3.5%, and 4% for consideration.

5. New Business

a. Personnel Approval

- Tiffany recommended hiring Rylee Reynolds to fill the Library Assistant I position.

Tim made a motion to hire Rylee Reynolds as Library Assistant I at 24 hours/week with a wage of \$15.37/hour, effective July 15, 2026; Nancy seconded; motion carried unanimously.

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6. Director Review Evaluation Worksheet

Tim made a motion to adopt the Director Review Evaluation Worksheet as presented; Nancy seconded; motion carried unanimously.

7. Future Business

- a. Strategic Plan

8. Upcoming Meeting(s)

- a. Special Library Tour for Statewide Education Partners
 - Wednesday, July 22, 2026 @ 5:00 pm
- b. Regular Board Meeting
 - Wednesday, August 12, 2026 @ 6:30 pm

9. Adjourn

- a. Lida adjourned the meeting at 8:00 pm.

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Respectfully submitted by:

Tiffany Christensen, Secretary to the Board

Approved by the Conrad Public Library Board of Trustees: August 12, 2026