

Board of Trustees Regular Meeting Minutes

Thursday, October 20, 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: Helen Bingaman, Pat Heinen, Anna Pollard, Lida Holst [Glenda McKeone absent]

Ex-Officio: Tiffany Christensen [Jamie Miller absent]

Staff: none

Guests: none

Public: none

1. Call to Order

Vice Chair Helen Bingaman called the meeting to order @ 7:03 pm.

2. Public Comment

There was no public comment.

3. Approval of Minutes

Pat made a motion to approve the minutes as read from the September 15th meeting; Helen seconded; motion carried unanimously.

4. Reports

a. Conrad Public Library: Library Director

- September's statistical report was presented.
- Public Library Statistics for MSL have been submitted.
- Tiffany, with the assistance of Tracy Cook at MSL, has drafted a Request for Proposals (RFP) for a Preliminary Architectural Report (PAR). She will submit an announcement to be published in the Independent Observer for the next two weeks.
- A local photographer will be displaying Whoop-Up photos in the front room; this will begin a rotating community art display.
- Helen and Tiffany are planning a murder mystery event for the beginning of November to kick off Teen Book Club.
- Liz will attend the MSL Ready2Read Rendezvous in Lewistown from October 21-23.
- Liz and Frank Balsinger are in communication regarding the creation of a Dungeons and Dragons group, possibly working with teens.
 - Lida mentioned the need for a Volunteer Policy; Tiffany will seek examples.
- The Library will be participating in the Main Street Trunk-or-Treat again this year; the theme will be *Alice's Adventures in Wonderland*.

Conrad Public Library: Accounting/Budget

- Tiffany explained an error that was made regarding the starting cash on hand for FY 22/23; an eventual budget amendment will need to be made in order to increase expenditures so the ending cash on hand is in compliance with state law.
- The accounting report as of the end of September was presented.

b. Friends of the Conrad Public Library

- It was discovered that the Friends group is not an established 501(c)(3) organization; a new group will need to go through the process of becoming an official entity.

c. Conrad Public Library Foundation - NO REPORT

d. Pathfinder Federation - NO REPORT

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- e. Montana State Library
 - Lida gave a report of the “Administering and Financing Public Libraries in Montana” workshop in Lewistown given by the MSL. Lida, Glenda, Tiffany, and Hilary (City Finance Officer) attended.
5. Old Business
 - a. New Public Library Standards
 - The MSL Library Standards Road Map was presented.
6. New Business
 - a. Credit Card Policy
 - A credit card policy for library expenses was proposed and it was requested that a new credit card with Independence Bank replace all prior credit cards. The Library Director, Tiffany Christensen, would have a card. The limit for the account would be \$10,000. The name on the account would be Conrad Public Library.
Lida made a motion to approve and adopt the credit card policy as presented and to open a credit card under the Conrad Public Library with Independence Bank; Helen seconded; motion carried unanimously.
 - b. Annual Community Survey
 - The questions and results of last year’s annual survey were reviewed; Tiffany will prepare for the next survey to be available in December.
 - c. Strategic Plan
 - Tiffany proposed a new method to assess the library and its vision; a special meeting of the Board will be scheduled to meet and begin the strategic planning process.
7. Closed Session - NONE
8. Future Business
 - a. Collection Development Policy Review
 - b. Future Library Funding Options
9. Upcoming Meeting(s)
 - a. Tiffany and Pat will attend the Pathfinder Federation Meeting on October 27, 2022 in Fort Benton.
 - b. The next regular board meeting is scheduled for Thursday, November 17, 2022, 7:00 pm at the library.
10. Adjourn

Helen adjourned the meeting @ 8:46 pm.

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Respectfully submitted by:
Tiffany Christensen, Secretary to the Board