

Board of Trustees Regular Meeting Minutes

Thursday, November 20, 2025 @ 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: Glenda McKeone, Lida Holst, Helen Bingaman, Tim Lastowski, Nancy Powell

Ex-Officio: Tiffany Christensen, Mayor David Cates

Guests: NONE

Chair Glenda McKeone called the meeting to order at 6:38 pm.

1. Public Comment - NONE

2. Approval of Minutes

a. September 18, 2025 Regular Meeting

Helen made a motion to approve the minutes of the September 18, 2025 meeting as presented; Lida seconded; motion carried unanimously.

3. Reports

a. Conrad Public Library: Director's Report

- September statistics:
 - 1,338 library visits (+4.9% from last year); 2,535 items circulated (-0.4% from last year); 28% of circulation was digital; 179 program attendees (-10% from last year)
- October statistics:
 - 1,767 library visits (-2.5% from last year); 2,994 items circulated (+1.1% from last year); 28.1% of circulation was digital; 570 program attendees (+17.3% from last year)
- 37 people attended the Community Read - *Fahrenheit 451* on October 6th; majority of cost covered by grants and donations
- Outreach efforts included face painting at Utterback School during their Fall Festival and Trunk-or-Treat with Curious George decorations
- Public Library Survey Statistics have been submitted; the Board received correspondence from State Librarian Jennie Stapp regarding outreach programs; Tiffany reported a state safety inspection and resulting maintenance projects
- Upcoming Events:
 - Christmas Stroll Recital: Friday, December 5th at 5:00 pm
 - Teen Book Club will be meeting over the winter break to discuss *Ender's Game* by Orson Scott Card
 - Author Chris LaTray will be visiting Wednesday, February 11th for a One Book Montana event - time and location TBD; program co-sponsored with Valier Public Library

Conrad Public Library: Accounting/Budget

b. Conrad Public Library Foundation

- The new Foundation website has been published and will include a Venmo donation option.

c. Pathfinder Federation

- Lida provided a brief report about the fall federation meeting in Fort Benton.

d. Pondera County Collaboration Committee

- Helen and Tim will work with Valier's committee members to plan a joint board gathering to begin discussing the upcoming levy campaign.

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4. Old Business

a. Budget FY 25/26 Adjustment

- Tiffany presented the updated costs for health and liability insurance approved by the City Council.

Helen made a motion to approve the budget adjustment as presented; Lida seconded; motion carried unanimously.

b. Policy Review: Circulation and Device Agreement

- Tiffany recommended a revised Circulation Policy that integrated information from the previous Device Agreement.

Lida made a motion to approve the Circulation Policy as revised; Nancy seconded; motion carried unanimously.

c. Policy Review: Meeting Space Use

- Tiffany presented amendments to the Meeting Space Use Policy to address charges for commercial group programs and building access.

Nancy made a motion to approve the Meeting Space Use Policy as amended; Tim seconded; motion carried 3-0 (Lida abstained).

5. New Business

a. Policy Review: Security Camera

- Recommended amendments to clarify procedure when releasing recorded information.

Nancy made a motion to approve the Security Camera Policy as amended; Tim seconded; motion carried unanimously.

6. Closed Session - NONE

7. Future Business

- 2026 Holidays and Planned Closures
- 2026 Levy Ballot Language
- Strategic Plan

8. Upcoming Meeting(s)

- Regular Board Meeting - RESCHEDULED
 - Wednesday, December 10, 2025 @ 6:30 pm

9. Adjourn

- Glenda adjourned the meeting at 8:20 pm.

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Respectfully submitted by:

Tiffany Christensen, Secretary to the Board

Approved by the Conrad Public Library Board of Trustees: December 10, 2025