

Board of Trustees Regular Meeting Minutes

Thursday, March 17 @ 4:00 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: Lacie Vermulm, Glenda McKeone, Pat Heinen, Anna Pollard, Lida Holst
Ex-Officio: Carolyn Donath [Jamie Miller absent]
Staff: Tiffany Christensen
Guests: None
Public: None

1. Call to order

Chair Lacie Vermulm called the meeting to order at 4:04 pm.

2. Public Comment

There was no public comment.

3. Approval of Minutes

Lida made a motion to approve the minutes as read from the February 17, 2022 meeting; Pat seconded; motion carried unanimously.

4. Reports

Conrad Public Library Director

- Circulation and patron numbers continue to rise.
- Meeting tomorrow morning with Starlink about libraries across the United States

Conrad Public Library Accounting/Budget

- January's financial report from the City was presented; 39% of the Fiscal Year's budget has been spent through January 2022.

Friends of the Library

- Anna reported that the Friends will be meeting next week.

Conrad Public Library Foundation

- At the last meeting, ideas about campaigning for the mill levy were discussed, such as bookmarks, handouts, posters, Whoop-Up float, I-O articles/letters to the editor.

Pathfinder Federation

- No report was given.

Montana State Library

- Lacie presented a written report summarized from MSL's Website Chat.

5. Old Business

Library Insurance Coverage Update

- We are expecting information about future coverage from MMIA at any time; their next meeting will be held tomorrow.
- Mayor Jamie is working with City Attorney Daniel Jones to create a building lease agreement between the City of Conrad and the Library.

2022-2029 Library Mill Levy Update

- The ballots for library & fire levies will be mailed out on May 13th.
- Carolyn emailed Cathy regarding Valier's plan for promoting the levy; they will be using funds through Valier Friends of the Library to cover expenses.

Capital Improvement Plan Preparation

- Pat talked to Bain Plumbing & Heating regarding an estimate for installing a utility sink in the back hallway.
- Roger Schlosser agreed to come look at the library office roof and elevator roof.
- Before scheduling any future projects, Carolyn is waiting to see how the mill levy goes.

New Director Hiring Plan

- After a two-week internal City of Conrad job posting, the Selection Committee interviewed a candidate on March 10th and unanimously recommended hiring Tiffany for the position.
- The board discusses the compensation offer.

Pat made a motion to approve offering Tiffany Christensen as our next Library Director, beginning July 1, 2022 with a starting wage of \$22.50; Glenda seconded; motion carried unanimously.

6. New Business

Collection Development Policy Review

- The library's Collection Development Policy will be reviewed this summer.

7. Closed Session

- There was no need for a closed session.

8. Future Business

- Creating a vision statement is tabled until July.
- National Library Week 2022 "Connect with Your Library" is the week of April 3-9.
- New Public Library Standards will start on July 1, 2022.

9. Upcoming meetings

- Regular Board Meeting will be Thursday, April 21, 2022, at 4:00 pm.
- Tiffany will attend the Public Library Directors Institute, May 16-19, 2022, in Great Falls.
- The Montana Library Association (MLA) Annual Conference will be in August in Missoula.

10. Adjourn

Chair Lacie Vermulm adjourned the meeting at 4:50 pm.

Respectfully submitted by:

Carolyn Donath, Secretary to the Board