

Board of Trustees Regular Meeting Minutes

Thursday, July 18, 2024 @ 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.

Trustees: Glenda McKeone, Helen Bingaman, Pat Heinen, Lida Holst, Nancy Powell

Ex-Officio: Tiffany Christensen [Mayor David Cates absent]

Guests: Theo-Ann Johnson

Board Chair Glenda McKeone called the meeting to order at 7:05 pm.

1. Public Comment - NONE

2. Approval of Minutes

a. June 20, 2024 Regular Meeting

Lida made a motion to approve the minutes of the June 20, 2024 meeting as read; Pat seconded; motion carried unanimously.

3. Reports

a. Conrad Public Library: Director's Report

- June statistics show library visits, program attendance, and circulation higher than those of last year; computer and wi-fi use decreased slightly; 23.3% circulation was digital.
- Several projects are still in progress: the front door handicap operators have power but still need to be programmed by Shelby Glass; the City maintenance crew is working to install the historic building sign, the new outdoor bulletin board, and fix the flagpole holder.
- Tiffany is working on transferring copying services from Xerox to Fishers Technology to get more responsive customer and technical services.
- Nelson Architects is working on the design contracts and bid packages for the HVAC and tuckpointing projects. Tiffany and David are in communication with the League of Cities and Towns to ensure that all SLIPA grant requirements are met.
- 45 patrons attended our Montana Conversations (Humanities Montana) program, "Cowboy Music and Authentic Storytelling" with Philip Page on Friday, June 28th.
- Liz will hold Kindergarten Camp on the four Mondays in August; registration is open.
- Upcoming event: National Night Out on Thursday, August 8th; we will be offering face painting at our library booth.

Conrad Public Library: Accounting/Budget

- The fiscal year expenditure report was presented; 95% of the approved budget for FY 22/23 was expended. Interfund transfers have not yet been made. Tiffany prepared a document to simply illustrate the revenue received and expenditures made during FY 22/23.

b. Conrad Public Library Foundation

- Meeting was held Tuesday, July 16, 2024. Tiffany presented a budget for requested funds of \$6,400.00 from the Foundation to fund the StoryWalk, Dolly Parton's Imagination Library, summer reading, and special events in FY 24/25; these funds were approved.

c. Pathfinder Federation - NO REPORT

d. Montana State Library - NO REPORT

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4. Old Business

a. Policy Review: Patron Conduct

- An updated Patron Conduct Policy was presented that included more neutral language and links to other policies and laws; an option was presented with the Children Policy added to simplify the addressing of unaccompanied minors.

Pat made a motion to approve the amended Patron Conduct Policy as presented; Nancy seconded; motion carried unanimously.

b. Preliminary Budget Review FY 24/25

- Tiffany presented an updated preliminary budget. The environmental inspection/testing quotes have not yet been received; this should be the final cost significantly affecting the proposed budget. The City of Conrad will be finalizing the full budget in the first week of September.

5. New Business

a. Election of Board Officers

Helen made a motion nominating Glenda as Chair and Lida as Vice Chair; Nancy seconded; motion carried unanimously.

b. Appointment of Board Representatives

- Glenda recognized the recent appointment of Nancy and Helen to the Pondera County Libraries Collaboration Committee for the next fiscal year; Nancy was appointed to be the Foundation representative; Pat was appointed to be the Pathfinder Federation representative.

c. FY 24/25 Wages (Cost of Living Adjustment)

- Tiffany provided a final estimated payroll expenditure chart showing a 3%, 4%, and 5% wage increase. The City of Conrad recently approved a 4% increase for other City employees. Tiffany pointed out that the previous year's payroll expenditures were well below the budgeted amount; the total can fluctuate depending on the need for substitutes. The Board discussed investing in employees in order to avoid turnover.

Lida made a motion to approve a 5% cost of living adjustment; Helen seconded; motion carried unanimously.

d. Patron request for program: See You at the Library Day

- Theo-Ann Johnson presented information about and requested to hold a See You at the Library Day program on Saturday, August 24, 2024. Per a review of the program website, the See You at the Library program is sponsored by Brave Books and is defined as:
a national day where thousands of families come together at public libraries to host wholesome story hours that celebrate a return to American, Constitutional, and Biblical values. Families gather with their community to read wholesome children's books, sing the national anthem, and pray! The goal of this movement is to secure the hearts and minds of the next generation (<https://bravebooks.us/pages/see-you-at-the-library-2024>)
- Program information, the mission of the Library, and the Meeting Space Use Policy were reviewed in board discussion. Tiffany solicited feedback from other professionals on how to handle an implied Library program that promotes a specific religion; she suggested that the

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patron have the privilege to utilize the Library space for the program without any Library sponsorship or endorsement. Lida offered to volunteer on the program day to allow access to the building.

Lida made a motion to approve the request for the usage of the Story Hour room on Saturday, August 24, 2024; Helen seconded; motion carried 4-0 (Nancy abstained).

e. Policy Review: Website Privacy

Pat made a motion to retain the current Website Privacy Policy; Lida seconded; motion carried unanimously.

6. Closed Session - NONE

7. Future Business

- a. City/County Interlocal Agreement
- b. Strategic Working Plan

8. Upcoming Meeting(s)

- a. Regular Board Meeting
 - Thursday, August 15, 2024 @ 6:00 pm

9. Adjourn

- a. Glenda adjourned the meeting at 9:01 pm.

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Respectfully submitted by:

Tiffany Christensen, Secretary to the Board

Approved by the Conrad Public Library Board of Trustees: August 15, 2024