

Board of Trustees Regular Meeting Minutes

Thursday, August 15, 2024 @ 6:00 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: NONE

Board Chair Glenda McKeone called the meeting to order at 6:16 pm.

1. Public Comment - NONE

2. Approval of Minutes

a. July 18, 2024 Regular Meeting

Lida made a motion to approve the minutes of the July 18, 2024 meeting as read; Pat seconded; motion carried unanimously.

3. Reports

a. Conrad Public Library: Director's Report

- July statistics indicated an increase in library visits (+11.4%), circulation (+17.8%), and program attendance (+53.3%). Computer usage was down (-10.7%).
- Project updates: the handicap operators on the front doors are now working; Fishers Technology has switched out the printer to a Canon; the City maintenance crew has finished installing the new outdoor bulletin board, historic sign, repaired the flag pole holder, and refinished the exterior light fixtures; and with the guidance of a volunteer, Microsoft 365 has been successfully updated and installed on all of the computers.
- Summer reading is wrapping up on August 30th with plenty of prizes going out to kids and teens who have met reading goals; Kindergarten Camp is running every Monday morning in August, and Story Time in the Park will transition back to a second Story Hour at the Library during the first week of school (August 28th).
- The Library hosted a booth at National Night Out on August 8th; the face-painting was extremely popular.
- Hygienix took environmental samples (asbestos, lead, etc.) and will provide a full report of the findings in the next few weeks. Should abatement be necessary, the cost will most likely require a budget amendment.

Conrad Public Library: Accounting/Budget

- The expenditure report as of the end of July (8.33% through the FY) was presented with a potential percentage of funds committed based upon the preliminary budget.

b. Conrad Public Library Foundation - NO REPORT

c. Pathfinder Federation - NO REPORT

d. Montana State Library - NO REPORT

4. Old Business

a. Final Budget FY 24/25 - **ACTION**

- Two preliminary budgets were previously provided for Board review; due to HB 212, a potential 10% revenue decrease was anticipated and required significant line item cuts. After further investigation, it was determined that revenue received from the county voted library levy would increase by the 2.8% inflation rate, making budget cuts unnecessary.

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Pat made a motion to approve the original FY 24/25 Budget as presented; Lida seconded; motion carried unanimously.

5. New Business

a. Policy Review: Elevator

- The Board discussed amending some language to be more appropriate and relay a clearer understanding of expectations.

Nancy made a motion to approve the Elevator Policy as amended; Helen seconded; motion carried unanimously.

6. Closed Session - NONE

7. Future Business

- City/County Interlocal Agreement
- Strategic Working Plan

8. Upcoming Meeting(s)

- Regular Board Meeting
 - Thursday, September 19, 2024 @ 6:30 pm

9. Adjourn

- Glenda adjourned the meeting at 7:26 pm.

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Respectfully submitted by:

Tiffany Christensen, Secretary to the Board

Approved by the Conrad Public Library Board of Trustees: September, 16, 2024