

Conrad Public Library

## Board of Trustees Regular Meeting Minutes

Thursday, July 15, 2021 @ 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.*

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0. Roll Call/ Quorum=Yes

Board: Glenda McKeone, Pat Heinen, Anna Pollard, Lacie Vermulm, Tom Brown  
Ex-Officio: Carolyn Donath; Wendy Judisch absent  
Staff: Tiffany Christensen  
Guests: none  
Public: none

1. Call to order

Chair Glenda McKeone called the meeting to order @ 4:00 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 June 17<sup>th</sup> meeting; Anna seconded; motion carried unanimously.**

4. Reports

a. Conrad Public Library Director Report

- Patron numbers are rising.
- The Starlink process is underway. The check was received and the reimbursement was received. The satellite is on its way.
- We have 3 additional hot spots from Montana State Library.
- We added Ledger and Dupuyer to our Dolly Parton Imagination Library; Heart Butte will be added in the future (Valier is covered by Sun River Electric).
- The Historical Society, along with our Building Inspector, are researching what doors we could install in the front and back of the Library.
- We started re-barcoding books for MSC.
- Randy Rossmiller will be our IT. He is working on making our computers safer and is installing solid state hard drives. He also will be helping install our satellite.
- There are 124 people participating in the Summer Reading Program.
- Carolyn will be doing Tiffany's annual review.
- Brooke started as our Library Assistant on July 6<sup>th</sup> and Elizabeth will begin on August 2<sup>nd</sup> as our new Children's Librarian.
- We are returning services to the Horizon Lodge.
- Tiffany has done approximately 10 notarizations.

## Conrad Public Library Accounting/Budget

- The working budget was presented, as the final budget is still in progress and is planned to be complete and voted on at the next regular board meeting.
- The employee pay scale grades and entry wages for all job descriptions were discussed; substitutes will begin at Grade 5.

**Anna made a motion to approve a \$0.50 raise for Carolyn; Tom seconded; motion carried unanimously.**

- b. Friends of the Conrad Public Library – no report.
- c. Conrad Public Library Foundation – no report.
- d. Pathfinder Federation – no report.
- e. Montana State Library – no report.

## 5. Old Business

- a. Updated job descriptions were presented; they were also reviewed and approved by MMIA.

**Lacie made a motion to approve the job descriptions; Pat seconded; motion carried unanimously.**

- b. Glenda's reappointment for her second term was approved by the City Council on July 13<sup>th</sup>.
- c. The Board Annual Self-Evaluation surveys were handed out to each trustee to complete and the collective results will be reported at the Annual Orientation.

## 6. New Business

- a. The Election of Board Officers and Representatives for FY22 was discussed. Tom and Pat will be marketing ambassadors for the levy.

**Pat made a motion to approve Lacie as Chairman of the Board, Glenda as Vice-Chair, Lacie as Pathfinder rep, Glenda as Foundation rep, and Anna as Friends of the Library rep; Tom seconded; motion carried unanimously.**

- b. The Library's Annual Orientation and Library Tour will be August 19, 2021, immediately after the board meeting.
- c. The levy will be on the June 2022 ballot (we can't do it in November, since that is not a county-wide election). The board agreed for the mill to be continued the same way as it is (with the cost-of-living increases). Kody Farkell will guide us through the process. We discussed opening the Library on Saturdays in order to be more accessible to our patrons.

## 7. Closed Session

- a. Carolyn will review the Library Director job description, and we will discuss at our next meeting.

## 8. Future Business

- a. Developing a Strategic Vision and FY22 Goals were noted.

9. Upcoming Meetings

- a. The next regular board meeting is scheduled for Thursday, August 19, 2021, at 4:00 pm at the library.
- b. Carolyn will be attending the Public Library Directors Institute from August 30-September 2 in Great Falls.

10. Adjourn

Chair Glenda McKeone adjourned the meeting at 5:31 pm.

Respectfully submitted by:

Carolyn Donath, Secretary to the Board