

Board of Trustees Regular Meeting Minutes

Monday, August 14, 2023 @ 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.

0. Roll Call / Quorum = Yes

Board: Glenda McKeone, Helen Bingaman, Pat Heinen, Lida Holst [one position vacant]

Ex-Officio: Tiffany Christensen [Jamie Miller absent]

1. Call to Order

Chair Glenda McKeone called the meeting to order @ 7:14 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 June 22nd meeting; Pat seconded; motion carried unanimously.

4. Reports

a. Conrad Public Library: Library Director

- June and July's statistical reports were presented; July was the busiest month the library has had since pre-pandemic.
- For personal reasons, Darla is now able to work only 8 hours/week for the near future; staffing and/or operating hours will need to be addressed.
- The summer Saturday hours have gone well; more patrons utilize the library when a craft is offered while about the same number as weekly evening patrons visit without an activity. This Saturday is the last weekend open for the season.
- The back door project has been completed; a concrete pad/ramp will need to be addressed in the future.
- The Verkada security system was tested; the equipment and software worked great. Tiffany would like to discuss the purchase of an intercom/camera/remote lock for the back door so it may be used as an entrance.
- Tiffany and Glenda signed off on a three-month extension for the current MOU with the City of Conrad to maintain MMIA insurance coverage. A new MOU should be drafted by October that addresses the intent of the library building.
- Liz received confirmation that we were accepted to participate in the Democracy Project through Humanities Montana. Recruitment for teens to participate will begin in September.
- Lida has expressed interest in starting up the fiber crafts group again. She will be volunteering to lead the group about every other Monday evening from 7:00-9:00.
- Tiffany and Liz will have a table set up at National Night Out on Thursday. They will be offering Library information and face painting.

Conrad Public Library: Accounting/Budget

- The expenditure report as of the end of May was presented; spending is on track for the fiscal year; original appropriation discrepancies remain due to lack of a city finance officer.

b. Conrad Public Library Foundation

- July's meeting was an email update.

Board of Trustees Regular Meeting Minutes

Monday, August 14, 2023 @ 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.

- c. Pathfinder Federation
 - The Federations received word from the MSL that the commission did not approve the additional money requested for federation-specific projects.
- d. Montana State Library
 - Tiffany provided an update on some of the news regarding the MSL.
- 5. Old Business
 - a. Future Library Funding
 - An updated MOU with the City of Conrad should be drafted before meeting with the Valier Public Library in October.
 - b. Budget FY 23/24
 - Tiffany presented a more finalized budget proposal, including updated payroll and a camera/intercom system for the back door. Final expected revenue amounts have not yet been received from the County or the MSL (state aid), but the City needs approved expenditures to include in the City budget.

Pat made a motion to approve the proposed budget for FY 23/24; Helen seconded; it was discussed to change the amount listed as a transfer to the Library Depreciation Fund to the Capital Outlay line item to account for any capital improvement projects that may need to be started before the PAR and following remodel project plans are completed; motion carried unanimously with this change.

- 6. New Business
 - a. Election of Officers
 - All of the trustees agreed to keep their current board positions with Glenda as Chair, Helen as Vice Chair, Pat as Federation Representative, and Lida as Foundation Representative. The Friends group is not active and will not require a representative once a new trustee is appointed.

Helen made a motion to approve the trustee positions; Pat seconded; motion carried unanimously.

- b. Library Staffing/Operating Hours
 - To address understaffing, Tiffany suggested that the hiring process be begun again with the intent to fill the Library Assistant II position and/or that library operating hours be reduced.

Lida made a motion to advertise to hire a Library Assistant II at 24 hours/week and temporarily reduce operating hours to Monday-Friday, 9:00 am-5:00 pm until evening hours can be reliably covered; Helen seconded; motion carried unanimously.

- 7. Closed Session
 - a. Glenda began a closed session to discuss the annual review of the library director; Tiffany left the meeting. Due to time constraints, this review will be given at the next board meeting.
- 8. Future Business
 - a. Library Director annual review

Conrad Public Library

Board of Trustees Regular Meeting Minutes

Monday, August 14, 2023 @ 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.

9. Upcoming Meeting(s)

- a. The next regular board meeting is scheduled for Thursday, September 21, 2023, at 7:00 pm at the library.

10. Adjourn

Glenda adjourned the meeting @ 9:06 pm.

...

Respectfully submitted by:

Tiffany Christensen, Secretary to the Board