

Board of Trustees Regular Meeting Minutes

Thursday, June 17, 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.

0. Roll Call / Quorum = Yes

Board: Glenda McKeone, Pat Heinen, Anna Pollard, Lacie Vermulm [Tom Brown absent]

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 May 20th meeting; Anna seconded; motion carried unanimously.

4. Reports

a. Conrad Public Library: Library Director [reported by Tiffany]

- May's statistical report was presented.
- The Star Link internet process is ongoing; Randy Rossmiller will be available to help
- Montana Shared Catalog (MSC) barcodes have been ordered and the process will start once they arrive; working with the Montana State Library (MSL) for training, data extraction, cataloging, and transitioning/moving to the new system; project planned to be completed by the end of September 2021.
- The Summer Reading program has 96 people participating so far (17 are adults) and is going well; online registration options are available.
- Applications have been received for the Children's Librarian position.
- Tiffany met with Valier Library about serving all of Pondera County with Dolly Parton's Imagination Library (Conrad's 59425 zip code area is being served at this time); they had a positive response and she is waiting to hear back on a decision.
- All the new shades are now installed on the front windows.
- Card catalog iPads stands are available for patrons to use upstairs and downstairs.
- Awaiting quotes for a new front door and back door.
- Tiffany has been providing notary services at the library for donations only.

Conrad Public Library: Accounting/Budget

- The accounting report for the end of May was presented.
- The City of Conrad approved a Cost-of-Living Adjustment (COLA) of \$0.75/hour for its employees.

Lacie made a motion to approve a \$0.75 COLA for Conrad Public Library staff for FY22; Anna seconded; motion carried unanimously.

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- b. Friends of the Conrad Public Library – NO REPORT
 - c. Conrad Public Library Foundation
 - The Foundation’s May meeting minutes were presented.
 - The Foundation now has their own webpage on the Library’s website at www.conradlibrary.com/foundation and a link is on the “About” page.
 - d. Pathfinder Federation – NO REPORT
 - e. Montana State Library
 - A report was presented from June’s Webside Chat with Jennie Stapp.
 - f. City of Conrad – NO REPORT
5. Old Business
- a. Job Descriptions: Library Director Job Description Review – TABLED
Job Descriptions: Process Submitting Updated Job Descriptions with the City – TABLED
 - b. Trustee Terms: Glenda’s City Re-Appointment Update
 - In preparation for her second term, Glenda will complete the Board of Trustees Interest form and turn it in at the City for consideration by the Mayor/Council.
6. New Business
- a. Define Director’s Annual Performance Evaluation
 - The board discussed various options and decided on a performance review based on the job description, with goal setting for the upcoming year; Carolyn’s FY21 evaluation is planned to be carried out at the next board meeting.
 - b. Board’s Annual Self-Evaluation Survey – TABLED
7. Closed Session
- a. Personnel: Director’s Annual Performance Evaluation – TABLED
8. Future Business
- FY22 Election of board officers and representatives at the July meeting, as well as scheduling the board’s annual orientation and library tour; 2024-2032 mill levy also noted.
9. Upcoming Meeting(s)
- The next regular board meeting is scheduled for Thursday, July 15, 2021, 4:00 pm at the library.
10. Adjourn
- Chair Glenda McKeone adjourned the meeting @ 5:01 pm.

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Respectfully submitted by:
Lacie Vermulm, on behalf of the Secretary to the Board