

Board of Trustees Regular Meeting Minutes

Thursday, June 16, 2022 @ 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.

1. Roll Call / Quorum = Yes

Board: Lacie Vermulm, Pat Heinen, Anna Pollard, Lida Holst, Glenda McKeone

Ex-Officio: Carolyn Donath [Jamie Miller absent]

Staff: Tiffany Christensen

Guests: none

Public: none

2. Call to Order

Chair Lacie Vermulm called the meeting to order @ 6:55 pm.

3. Public Comment

There was no public comment.

4. Approval of Minutes

Pat made a motion to approve the minutes as read from the May 12th meeting; Anna seconded; motion carried unanimously.

5. Reports

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

- Patron count and total circulation numbers are steady; physical book circulation is down while devices and digital items are up
- Whoop-Up parade float was successful
- Computers are being used frequently this summer; the two Visio computers will need to be replaced and an additional computer added for a total of six public computers
- Carolyn attended an online Starlink meeting that addressed internet access in Africa
- Summer Reading is off to a good start with reading logs/prizes, story hour, and Cowboy Academy beginning next week
- Tiffany has received MSL Certification - Library Administrator Track

b. Conrad Public Library: Accounting/Budget

- 62% of total budget has been committed due to conservative spending
- Tiffany and Hilary are working on next FY budget

c. Friends of the Conrad Public Library

- Anna is planning an official meeting with Juanita Prewett to hand over the organization.

d. Conrad Public Library Foundation

- Scheduled to meet next week

e. Pathfinder Federation - NO REPORT

f. Montana State Library

- Lacie attended the Website Chat meeting on May 20, 2022 and provided a report
- MMIA has been granting extensions for agreements between cities and libraries
- New Rule ARM 10.102: The board (or a quorum of the board) receives at least three hours of continuing education each year

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6. Old Business

a. Library Insurance Coverage

- Daniel and Tiffany have been communicating regarding a proposed MOU that covers the MSL recommendations as well as additional issues that the library would like to resolve

b. Capital Improvement

- It was discussed to move forward with the replacement of the front and back doors

Pat made a motion to accept the proposal from Shelby Glass and begin the project; Anna seconded; motion carried unanimously.

7. New Business

a. Library Mill Levy Review

- The mill levy passed at 69% granting 4 years of funding
- Carolyn suggested placing a thank you note in the newspaper

b. Library Director Transition

- Carolyn offered her letter of resignation
- The Board would like to have a celebratory dinner with Carolyn; it was decided that a new iPad be purchased and presented to thank her for her years of service
- Carolyn and Tiffany will attend the next City Council meeting on June 21st where Carolyn's retirement will be recognized and Tiffany appointed as Library Director.

c. Board Transition

- The Library Board will have a vacancy after the end of this month; no interest forms have been received yet

8. Closed Session - NONE

9. Future Business

- a. New Public Library Standards (starting July 1, 2022)

10. Upcoming Meeting(s)

- a. The next regular board meeting is scheduled for Thursday, July 21, 2022, 7:00 pm at the library.

11. Adjourn

Chair Lacie Vermulm adjourned the meeting @ 7:30 pm.

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Respectfully submitted by:

Tiffany Christensen, on behalf of the Secretary to the Board