

Board of Trustees Regular Meeting Minutes

Thursday, November 16, 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, Nancy Powell, Lida Holst

Ex-Officio: Tiffany Christensen [Jamie Miller absent]

Guests: David Cates

1. Call to Order

Chair Glenda McKeone called the meeting to order @ 7:01 pm.

2. Public Comment

There was no public comment.

3. Approval of Minutes

Lida made a motion to approve the minutes of the October 26th meeting; Pat seconded; motion carried unanimously.

4. Reports

a. Conrad Public Library: Library Director

- September statistics show that library traffic is increasing; programs and program attendance were down slightly due to staff illness.
- Liz is designing an after school program for kids in grades 1-3 to begin in January. She also corresponded with the Meadowlark School principal and secured plans for certain classes to begin visiting the library again.
- Liz and Tiffany met with the Democracy Project coordinators and received some helpful feedback on the program and ideas for events. At least one more speaker will be contacted to present to inspire teen ideas and participation.
- Tiffany looked into the CDBG Planning Grant and felt it was more appropriate to wait until we're ready to pursue the full construction grant. There may be a significant amount of work required to become eligible, e.g., community income assessment.
- The library hosted a Pondera County Seed Library interest meeting supported by the MSU Extension office. 10 people attended and enough support was provided to begin the project.
- Edits to the PAR report and space planning concepts were sent to Nelson Architects. Tiffany and Dale will speak to discuss the feasibility of the suggestions and determine when the final PAR will be available.
- Tiffany will be ordering sweaters with the library logo for staff members.
- The Library's "Wonderful Wizard of Oz" Trunk-or-Treat outreach went well and the Middle School Murder Mystery party brought in 22 students.
- Upcoming event: "Newstrition: Building a Balanced Media Diet" with Courtney Cowgill on December 4th at 7:00 pm.

Conrad Public Library: Accounting/Budget

- The expenditure report as of the end of October was presented; spending is on track for the fiscal year.
- Tiffany explained some issues that were identified regarding transactions that were not completed in the last two fiscal years; after further investigation, the current

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budget should not be much affected, although the balance of the Library Depreciation Reserve Fund is not as high as expected. The City of Conrad is working on balancing the books and accurate numbers will be expected in the future.

- b. Conrad Public Library Foundation
 - The Christmas Stroll recital will be held on December 8th at 5:00 pm.
 - c. Pathfinder Federation - NO UPDATE
 - d. Montana State Library
 - Public comment regarding the proposed changes to the public library standards will be accepted throughout November.
5. Old Business
 - a. Future Library Funding - NO UPDATE
 6. New Business
 - a. NONE
 7. Closed Session
 - a. Library Director Salary - *see Closed Session minutes*
 8. Future Business
 - a. Planned holidays and closures 2024
 - b. Strategic Working Plan
 9. Upcoming Meeting(s)
 - a. The next regular board meeting is scheduled for Thursday, December 14, 2023, at 7:00 pm at the library.
 10. Adjourn

Glenda adjourned the meeting @ 8:46 pm.

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Respectfully submitted by:

Tiffany Christensen, Secretary to the Board