

Board of Trustees Regular Meeting Minutes

Thursday, January 19, 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, Anna Pollard, Lida Holst

Ex-Officio: Tiffany Christensen [Jamie Miller absent]

Staff: none

Guests: none

Public: none

1. Call to Order

Board Chair Glenda McKeone called the meeting to order @ 7:05 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 December 16th meeting; Anna seconded; motion carried unanimously.

4. Reports

a. Conrad Public Library: Library Director

- December's statistical report was presented; library visits and circulation were steady from last month, although program attendance was down from last year (period of illness and extreme weather).
- A draft contract and schedule for the PAR should be provided by Nelson Architects soon. Sweetgrass Development has been contacted regarding a potential grant to cover the report expense.
- The local artist display has received positive feedback and people have shown interest in participating. A picture hanging system will be installed at the end of the month.
- Tiffany is in communication with Shelby Glass regarding the potential start of replacing the back exterior door that will have fewer restrictions regarding the historical aspect of the building.
- Customized tote bags and mugs have been chosen to be purchased for prizes and library merchandise.

Conrad Public Library: Accounting/Budget

- The accounting report as of the end of December was presented; expenditures are on track halfway through the FY. Tiffany is working with Finance Officer Hilary regarding a discrepancy in the original appropriation for Personnel Services.

b. Conrad Public Library Foundation

- Tiffany provided a report for the meeting held on January 17th. The Statement of Purpose for the Foundation and the Endowment Fund have been updated and approved.

c. Pathfinder Federation - NO REPORT

d. Montana State Library

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- Tiffany gave an update on the news regarding the MSL's request for increased direct state aid for libraries (HB-91) during the 2023 legislative session.
5. Old Business
 - a. Volunteer Policy
 - MMIA will discuss workers' compensation coverage options for volunteers at their next meeting.
 6. New Business
 - a. Community Survey Results
 - Survey results were analyzed and additional comments reviewed. Specific areas of concern included adult programming and computer/work areas; the group brainstormed ways in which to address these in the short- and long-term.
 - b. Strategic Plan
 - Tiffany asked for Board thoughts on how to proceed with the strategic planning process; the goal is to have a written plan for the next 3 years to comply with MSL Public Library Standards by the end of the FY.
 - It was decided that the recent community survey results would be used in lieu of scheduling a special community meeting; community organization leaders will be contacted for additional information regarding community needs. Information from the Growth Policy Committee may also be used. Tiffany will prepare a resource and planning guide and pursue a potential special meeting to begin the process.
 7. Closed Session - NONE
 8. Future Business
 - a. NONE
 9. Upcoming Meeting(s)
 - a. The next regular board meeting is scheduled for Thursday, February 16, 2023, 7:00 pm at the library.
 10. Adjourn

Glenda adjourned the meeting @ 8:26 pm.

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Respectfully submitted by:
Tiffany Christensen, Secretary to the Board