

Board of Trustees Regular Meeting Minutes

Thursday, September 21, 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, Lida Holst [Pat Heinen, Nancy Powell absent]

Ex-Officio: Tiffany Christensen [Jamie Miller absent]

Guests: David Cates

1. Call to Order

Chair Glenda Mckeone called the meeting to order @ 7:05 pm.

2. Public Comment

There was no public comment.

3. Approval of Minutes

Helen made a motion to approve the minutes as read from the August 14th meeting; Lida seconded; motion carried unanimously.

4. Reports

a. Conrad Public Library: Library Director

- Tiffany confirmed that Nancy Powell was appointed to the Board of Trustees by Mayor Miller and approved by the Conrad City Council on September 12th. Nancy will be available in October.
- The statistical report for August was presented; library visits, circulation, computer usage, and program attendance were all up from last year.
- The Library had a table at National Night Out in August; Liz and Tiffany did face painting.
- The Verkada back doorbell/intercom system is scheduled to be installed at the end of the month; patrons will then be able to use that door as an entry.
- Fall programming has begun; the usual children's programs are in session as well as The Democracy Project (possibly working with the high school history program) and Stitching Circle. Tiffany and Helen would like to throw an annual middle school murder mystery party in October/November.
- Liz, Darla, and Lida attended sessions at the MSL Fall Workshop in Great Falls. Liz has completed and submitted her CE credits for certificate completion from the Montana State Library.
- Library staff have been handling an increasingly disruptive group of juvenile computer users after school. Letters were sent home informing parents and caregivers that computer privileges will be revoked should the behavior continue.

Conrad Public Library: Accounting/Budget

- The expenditure report as of the end of August was presented; spending is on track for the fiscal year. The most recent budget approved by the Library Board was not reflected in the budget approved by the City Council; any additional spending will need to go through the budget amendment process.

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- b. Conrad Public Library Foundation
 - Tiffany attended the annual Combined Fund Drive meeting; she updated the description and contact information to reflect the Foundation rather than the Library (through the City) for fiscal transparency.
 - c. Pathfinder Federation - NO REPORT
 - d. Montana State Library - NO REPORT
5. Old Business
 - a. Future Library Funding - NO UPDATE
 6. New Business
 - a. New Employee Hire
 - Tiffany recommended Chantel Richert as the preferred candidate for the Library Assistant II position after going through the interview process.

Lida made a motion to hire Chantel Richert for the Library Assistant II position effective September 26, 2023; Helen seconded; motion carried unanimously.
 7. Closed Session
 - a. The Board of Trustees presented Tiffany with her annual review.
 8. Future Business
 - a. Strategic Working Plan
 9. Upcoming Meeting(s)
 - a. The Pathfinder Federation fall meeting is scheduled for Thursday, October 26, 2023 in Fort Benton; Tiffany and Pat are planning to attend.
 - b. The next regular board meeting is scheduled for Thursday, October 26, 2023, at 7:00 pm at the library.
 10. Adjourn

Glenda adjourned the meeting @ 8:02 pm.

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Respectfully submitted by:

Tiffany Christensen, Secretary to the Board