

Conrad Public Library

Board of Trustees Regular Meeting Minutes

Thursday, April 17, 2025 @ 6:30 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.

Trustees: Glenda McKeone, Helen Bingaman, Nancy Powell, Pat Heinen [Lida Holst absent]

Ex-Officio: Tiffany Christensen [Mayor David Cates absent]

Guests: NONE

Chair Glenda McKeone called the meeting to order at 6:40 pm.

1. Public Comment - NONE

2. Approval of Minutes

a. March 20, 2025 Regular Meeting

Pat made a motion to approve the minutes of the March 20, 2025 meeting as read; Nancy seconded; motion carried unanimously.

3. Reports

a. Conrad Public Library: Director's Report

- March statistics showed a decrease in library visits (-10.5%) and program attendance (-48%) from the previous year (2024 had a large program screening a documentary). Circulation increased (+26.3%) with a significant increase in digital circulation (34.5% of total circulation was digital).
- Some youth programs canceled due to unexpected staffing shortage.
- The library received the ELSA (Excellent Library Services Award) at the Montana Library Association conference in March.
- Teen Book Club met and had 8 participants discuss the first part of "The Princess Bride"; the next meeting will be scheduled in May.
- The Foundation for Montana History has awarded the library a \$10,000 grant to go toward the tuckpointing project.
- New locking door handles have been installed on the restroom doors; the partitions will be removed from the two front restrooms to allow for ADA accessibility.
- Sweetgrass Development has confirmed that they will assist with the asbestos abatement project once their final documents are approved.
- Upcoming event: Spring Recital on Sunday, April 27th at 2:00 pm.

Conrad Public Library: Accounting/Budget

b. Conrad Public Library Foundation

- The Foundation met on April 9th and approved the hiring of Lacie Vermulm to design a new website separate from the library site.

c. Pathfinder Federation

d. Pondera County Collaboration Committee

4. Old Business - NONE

5. New Business

a. Policy Review: Circulation

- Tiffany recommended an addition to the Device Agreement (Appendix C) of the Circulation Policy to address mobile hotspots; a full review of the policy should be done once future hotspot funding is determined.

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Pat made a motion to add a \$10.00 suspension fee when hotspots are not returned on time and require additional management; Helen seconded; motion carried unanimously.

6. Closed Session - NONE
7. Future Business
 - a. Budget FY2025/26
 - b. Director Review
8. Upcoming Meeting(s)
 - a. Pathfinder Federation Spring Meeting
 - Thursday, May 1, 2025 in Fort Benton
 - b. Pondera County Collaboration Committee Meeting
 - Saturday, May 3, 2025 in Valier
 - c. Regular Board Meeting
 - Thursday, May 15, 2025 @ 6:30 pm
9. Adjourn
 - a. Glenda adjourned the meeting at 8:08 pm.

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Respectfully submitted by:

Tiffany Christensen, Secretary to the Board

Approved by the Conrad Public Library Board of Trustees: May 15, 2025