

## Board of Trustees Regular Meeting Minutes

Thursday, February 22, 2024 @ 6:00 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.*

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0. Roll Call / Quorum = Yes

Board: Glenda McKeone, Helen Bingaman, Pat Heinen, Lida Holst, Nancy Powell

Ex-Officio: Tiffany Christensen, Acting Mayor Nathan Hunsucker

Guests: David Cates, Elizabeth Shorna

1. Call to Order

Board Chair Glenda McKeone called the meeting to order @ 6:02 pm.

2. Public Comment

There was no public comment.

3. Approval of Minutes

**Nancy made a motion to approve the minutes of the January 18th meeting; Lida seconded; motion carried unanimously.**

4. Reports

a. Conrad Public Library: Library Director

- January statistics show increased library usage, program attendance, and circulation due to a full program schedule.
- The Library was open for a half day on Saturday, February 3rd, for Take Your Child to the Library Day; 53 patrons attended.
- Darla and Dan (MSU Extension) were successful in their seed library grant application; they received \$1,705 to fund this project. We will be hosting a Watercolor Garden Plan workshop to coordinate with the seed library.
- Nelson Architects have provided the final PAR to be used for project planning and grant writing. We are able to continue using Nelson Architects for project management services and miscellaneous hourly work. Tiffany is working on prioritizing projects and identifying grants.
- The County is updating security measures and has offered to install a silent alarm computer program to connect the front desk computer with the Sheriff's Office.
- Tiffany, Liz, and Lida will be attending Opioid Overdose Reversal Training in Shelby on Friday, March 8th.
- Upcoming Events: "Trust Me" documentary public screening and Q&A with managing director on Tuesday, March 19th at 6:00 pm at the Conrad High School auditorium; this will also be presented for the high school students the next day.

Conrad Public Library: Accounting/Budget

- The expenditure report as of the end of January was presented; spending is on track for the fiscal year (58.3% through the year).

b. Conrad Public Library Foundation - NO REPORT

c. Pathfinder Federation

- Pat provided an update on the additional funds received by the Pathfinder Federation. The majority of the money will fund a special trustee training on public boards and governmental processes to be held in Havre in May.

d. Montana State Library - NO REPORT

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5. Old Business

a. Security Camera Policy

- Tiffany provided additional information from the American Library Association and Intellectual Freedom Manual regarding the usage of security camera footage in public libraries. An updated policy draft contained proposed changes to address the access to and release of recordings.

**Pat made a motion to approve the updated draft of the security camera policy as presented; Lida seconded; motion carried unanimously.**

b. Future Library Funding

- Tiffany provided a brief history of the library organization to illustrate the complexities of the current funding situation.
- With little progress to date, next steps were discussed to initiate a plan for conflict resolution; Tiffany will provide proposed options to the Commissioners with the intent of receiving information before the March board meeting.

6. New Business

a. MOU with City of Conrad

- The term for the current MOU ends June 30, 2024; the contract was reviewed and potential changes were discussed from both library and city perspectives. Tiffany will contact the city attorney to initiate updates.

b. Annual Survey Results - TABLED

c. Strategic Working Plan - TABLED

7. Closed Session - NONE

8. Future Business

- a. Emergency first aid supplies/training (NARCAN, AED Defibrillators, etc.)

9. Upcoming Meeting(s)

- a. The next regular board meeting is scheduled for Thursday, March 21, 2024, at 7:00 pm at the library.

10. Adjourn

Glenda adjourned the meeting @ 7:28 pm.

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Respectfully submitted by:

Tiffany Christensen, Secretary to the Board

Approved by the Conrad Public Library Board of Trustees: March 21, 2024