

Board of Trustees Regular Meeting Minutes

Friday, April 21, 2023 @ 4:00 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, Lida Holst, Pat Heinen, Anna Pollard, Helen Bingaman

Ex-Officio: Tiffany Christensen [Jamie Miller absent]

Staff: Elizabeth Thiessen

Guests: none

Public: David Cates

1. Call to Order

Board Chair Glenda McKeone called the meeting to order @ 4:13 pm.

2. Public Comment

There was no public comment.

3. Approval of Minutes

Lida made a motion to approve the minutes as read from the March 16th meeting; Pat seconded; motion carried unanimously.

4. Reports

a. Conrad Public Library: Library Director

- March's statistical report was presented; library visits and circulation were this year's high. Meadowlark School's March reading program often boosts numbers.
- The exterior back door has been replaced; exterior siding and book drop materials are on order.
- Brooke finished up her last day this week; we are looking to hire a replacement as soon as possible.
- First Lady Susan Gianforte's Treasure State Foundation will be covering 50% of Dolly Parton's Imagination Library costs. The Library is an affiliate for Conrad, Ledger, and Dupuyer; the Foundation finances this project.
- Tiffany attended the Montana Library Association Annual Conference in Billings from April 12th-15th. She attended several helpful sessions and meetings.
- The Conrad Public Library was recognized for the Excellent Library Service Award (ELSA) at the conference for the second year running.
- The Town Pump Foundation's summer reading grant was received; \$1,000 will go toward the summer reading program.
- Next week is National Library Week. The theme is "There's More to the Story" showcasing the wide variety of programs and services offered by libraries.

Conrad Public Library: Accounting/Budget

- An estimated accounting report as of the end of March was presented; official budget reports will be available once the City has a finance officer.

b. Conrad Public Library Foundation

- Lida gave a report of the Foundation's last meeting held on April 18th; she will be pursuing future grant opportunities through the Foundation.

c. Pathfinder Federation

- Next meeting will be on May 4th in Fort Benton; Tiffany and Pat will attend.

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- d. Montana State Library
 - Tiffany relayed information about the various bills being discussed in the legislature.
5. Old Business
 - a. Future Library Funding
 - Tiffany met with Mayor Miller to discuss the Interlocal Agreement between the City of Conrad and Pondera County regarding a city/county library. The city attorney is looking into it.
 - b. Strategic Plan
 - Several sets of data were reviewed, including demographics, annual survey results, and the library's FY21/22 statistics; comparable library statistics should be available through the MSL soon.
 - Lida provided helpful feedback from the County Health Department and clinics; there are many opportunities to partner with and provide outreach services to specific groups in the community.
 - A Strategic Plan Committee will be formed to further assess and present a Strategic Plan to the Board of Trustees.
6. New Business
 - a. Update Job Descriptions
 - Tiffany presented job descriptions for a Library Assistant I and Library Assistant II. A Library Assistant I would have room to promote. Discussion was held about offering competitive and appropriate wages.
 - An updated description for the Youth Services Librarian was reviewed; this job description suggests additional opportunities for teen and young adult programs.

Anna made a motion to approve the job descriptions as presented; Helen seconded; motion carried unanimously.
7. Closed Session - NONE
8. Future Business
 - a. Library Director annual review
9. Upcoming Meeting(s)
 - a. Pathfinder Federation Spring Meeting is scheduled for Thursday, May 4, 2023 in Fort Benton.
 - b. The next regular board meeting is scheduled for Thursday, May 18, 2023, 7:00 pm at the library.
10. Adjourn

Glenda adjourned the meeting @ 6:15 pm.

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Respectfully submitted by:

Tiffany Christensen, Secretary to the Board