

Board of Trustees Regular Meeting Minutes

Thursday, October 14, 2021 @ 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.

A. Roll Call / Quorum = Yes

Board: Glenda McKeone, Pat Heinen, Anna Pollard, Tom Brown, Lacie Vermulm

Ex-Officio: [Carolyn Donath & Wendy Judisch absent]

Staff: Tiffany Christensen

Guests: none

Public: none

B. Call to Order

Chair Lacie Vermulm called the meeting to order @ 4:03 pm.

C. Public Comment

There was no public comment.

D. Approval of Minutes

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

E. Reports

a. Conrad Public Library: Library Director [reported by Tiffany]

- Patron count and circulations have been increasing slightly.
- Elizabeth has children's programming up and running. These include:
 - Story Hour - twice weekly
 - Steam Club (Cowboy Academy) - once weekly
 - Lego Coding Club (Cowboy Academy) - once weekly
 - Totes to daycares and preschools - biweekly
 - New Miami classes - twice monthly
 - Reading at Meadowlark (Cowboy Academy) - once weekly
 - Scheduling Head Start and Golden Rule Story Hours at the Library
- Assisted with Combined Fund Drive letters.
- Carolyn met with international Starlink group via Zoom.
- Re-barcoding is still ongoing, but the majority is finished.
- Working on cleaning up Montana sections.
- Recording of incoming cash, purchase requests, and ILLs digitally.
- Montana Shared Catalog transition is going well - we are all still learning.
- Carolyn is working on the annual report due November 30th.
- We are visiting the Horizon Lodge once monthly; patrons are appreciative.
- Rachel Davis from the Cut Bank Job Service has been setting up at the Library on Thursday afternoons.

Conrad Public Library: Accounting/Budget

- The accounting report for the end of August was presented. Agnes is still working on September's report.

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- b. Friends of the Conrad Public Library
 - Anna held a meeting on September 24th with previous members and new members to discuss the direction the group would like to take.
 - A Friends Facebook page has been created; there is plenty of interest.
 - In lieu of an autumn event, Anna and Casey Rasmussen are working on an article about the Library for the Independent Observer.
 - c. Conrad Public Library Foundation
 - The Foundation met on September 21st. They are planning on holding the Christmas piano recital at the Library during the evening of the Christmas Stroll.
 - d. Pathfinder Federation
 - The annual meeting will be held via Zoom on October 28th
 - e. Montana State Library - NO REPORT
- F. Old Business
- a. 2023-2031 Library Mill Levy Update (*current levy 2015-2022*)
 - i. Meet with Valier Public Library Board
 - 1. Valier suggested a Zoom meeting; Lacie is working on finding an appropriate date to meet in person.
 - ii. Review Combined Levy Continuation Request to County Commissioners
 - 1. A letter has been drafted; an approval in November is suggested.
 - b. Bylaws Review (*per ARM § 10.102.1150B*) - 2nd Reading
 - i. Bylaws are online for the board to review before the end of the calendar year.
- G. New Business
- a. Library's Insurance Coverage Update (liability/D&O, work-comp, & health)
 - i. MMIA Update & Current Coverage Inventory
 - 1. MMIA is covering all insurance until the end of FY 2022
 - ii. Request For Proposal (RFP) to Local Agents
 - 1. If no information from MMIA by January 1, 2022, RFPs will be submitted to all local insurance agents to see potential coverages.
 - b. Capital Improvement Plan Preparation
 - i. Pat will contact Bain Plumbing for a written recommendation on plumbing maintenance.
 - ii. Other building maintenance discussed: office and elevator room roofs to be redone, finish interior painting, utility sink in back hallway, replacement of front doors, with ADA buttons; all projects waiting for information from contractors. Tiffany will check with Shelby Glass regarding doors.
 - iii. It was suggested that the City be a part of the maintenance process of the building, specifically the exterior and/or structural issues.
 - c. 2021 Community Survey Questions & Process Review

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- i. Board members were asked to review survey questions. Lacie would like the survey to be available online in November and December so data can be reviewed in January.
 - d. New Patron Account Application with Agreements
 - i. Tiffany explained the new applications for library accounts which will require signatures from patrons. The applications will cover the additional Device and After Hours Use Agreements.
 - 1. Advice was requested regarding the Library's liability for unsupervised usage of the Library. Because only the Education Room, back hallway, and restroom are available for a patron's use after hours, the board felt it was appropriate for a key to be checked out. Pat suggested an electronic keypad for the back door and adding a video camera in the hallway was discussed.
- H. Closed Session - NONE
- I. Future Business
 - a. Vision Statement (*tabled until after survey results are reviewed*)
 - b. Strategic Plan
- J. Upcoming Meeting(s)

The next regular board meeting is scheduled for Thursday, November 18, 2021, 4:00 pm at the library.
- K. Adjourn

Chair Lacie Vermulm adjourned the meeting @ 5:15 pm.

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Respectfully submitted by:

Tiffany Christensen, on behalf of the Secretary to the Board