

Board of Trustees Regular Meeting Minutes

Thursday, February 17 @ 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: Lacie Vermulm, Glenda McKeone, Pat Heinen, Anna Pollard, Lida Holst
Ex-Officio: Carolyn Donath
Staff: Tiffany Christensen
Guests: None
Public: None

1. Call to order

Chair Lacie Vermulm called the meeting to order at 4:00 pm.

2. Public Comment

There was no public comment.

3. Approval of Minutes

Anna made a motion to approve the minutes as read from the January 20, 2022 meeting; Pat seconded; motion carried unanimously.

4. Reports

Conrad Public Library Director Report

- Carolyn and Tiffany have been putting in a lot of time and effort gathering facts/documents regarding the mill levy split issue.
- Kids programs are going well; hopefully Meadowlark classes can start visiting the Library again soon (it has been wonderful to have the Hutterite students coming in).
- Tiffany has been busy with notary services; Liz will become a notary, as well, to help out.
- The library offered to display resources for the school levy to the public.
- The outside message board got a much-needed facelift.

Accounting/Budget

- No financial reports were presented at this time (Agnes has been out of the office).

Friends of the Library

- Anna reported that the next Friends will be meeting in March.

Conrad Public Library Foundation

- No report was given.

Pathfinder Federation

- No report was given.

Montana State Library

- Lacie presented a written report summarized from MSL's Website Chat.

5. Old Business

Library Insurance Coverage Update

- We are expecting information about future coverage from MMIA in March.
- Mayor Jamie is working with Daniel Jones about creating a building lease agreement between the City of Conrad and the Library.

2022-2029 Library Mill Levy Update

- In order for us to have an upcoming levy, the County Commissioners have agreed to decide the split, since Valier and Conrad have come to an impasse; Carolyn and Tiffany reviewed what has been happening in the last month regarding visits and meetings with the Commissioners and the Clerk & Recorder; also, newspaper articles from *The Valierian* and *The Independent-Observer* about the split, as well as social media posts from Valier residents, were shared and discussed. The Commissioners' unanimous decision was to continue the 70/30 split for 4 years (instead of 8 years) at their meeting on February 9th.
- The board was encouraged to review MSL's "Guidelines for Running a Mill Levy Campaign" and bring campaign marketing ideas to the next meeting.

Capital Improvement Plan Preparation

- Tiffany reported that Shelby Glass' estimate for replacing the front doors is about \$22,000 and widening/replacing the back door would be about \$10,000; these improvements would be allowed for the historical building and include ADA access and a door opening button, but would not include a new book drop (relocated at the back door) costing about \$5000.
- New front windows were quoted to be around \$100,000 for the building.
- The south-west wall is still in need of repair, as well as the elevator/office roof; we continue to wait for available contractors on these projects.
- Pat will talk to Bain Plumbing and Heating regarding a utility sink in the back hallway.

New Director Hiring Plan

- [*Tiffany was asked to be excused from this part of the meeting*] A plan to advertise the director position internally to all City of Conrad employees (asking for an application, cover letter, resume, and references) with a hourly pay range of \$20-25/hour was approved by the board to begin on February 18th, with a submission deadline of March 4th; in order to include as many board members as possible, along with the City Mayor and a County Commissioner, interviews will try to be scheduled for the evening of March 10th.

6. New Business

Future Library Funding Mediation with County Attorney

- The County Commissioners have recommended that both county libraries begin a mediation regarding funding past the upcoming 4-year levy. The County Attorney has agreed to handle the mediation and we have requested beginning this process with Valier after the upcoming levy passes.

7. Closed Session

- There was no need for a closed session.

8. Future Business

- Creating a vision statement is put on hold, for the time being.
- National Library Week 2022 "Connect with Your Library" is the week of April 3-9.
- New Public Library Standards will start on July 1, 2022.

9. Upcoming meetings

- Regular Board Meeting will be Thursday, March 17, at 4:00 pm.

10. The meeting was adjourned at 5:45 pm.

Respectfully submitted by:

Carolyn Donath, Secretary to the Board