Conrad Public Library

Board of Trustees Regular Meeting Minutes

Thursday, October 22, 2026 @ 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: Lida Holst, Nancy Powell, Karen Berg, Helen Bingaman [Tim Lastowski absent]
Ex-Officio: Director Tiffany Christensen, Mayor David Cates
Speakers: NONE

Chair Lida called the meeting to order at 6:30 pm.

1. Public Comment - NONE

2. Approval of Minutes
    a. September 17, 2026 Regular Meeting

Karen made a motion to approve the minutes of the September 17, 2026 meeting as presented; Nancy seconded; motion carried unanimously.

3. Reports
    a. Conrad Public Library: Director's Report
        - September statistics:
            - 1,262 library visits (-5.7% from last year); 2,297 items circulated (-9.4% from last year); 31.5% of circulation was digital; 242 program attendees (+35% from last year)
        - Liz is designing a new way to get books to New Miami Schools since they do not have transportation to visit the library this year.
        - Solar panels are running and producing power
        - Tiffany will pursue a permit to complete concrete work at the front of the building and inquire about potential project dates with the contractor who submitted an estimate.
        - Upcoming events:
            - Trunk-or-Treat outreach on Saturday, October 31st at 6:00 pm
            - Author event with Janice Farkell on Friday, November 13th at 6:00 pm
            - Reading Rhinestone Craft Night on Friday, November 20th at 5:30 pm
            - Christmas Stroll Recital on Friday, December 4th at 5:00 pm
    b. Conrad Public Library Foundation
        - Met on October 21, 2026; no updates
    c. Pathfinder Federation
        - Lida gave an update on the meeting held on October 1, 2026; Montana Fish, Wildlife & Parks presented the option for libraries to become License Ambassadors, which was recently implemented; the federation voted to approve funding for additional tribal libraries.
    d. Pondera County Collaboration Committee - No update

4. New Business
    a. Review Volunteer Policy
        - Tiffany recommended no changes to the current Volunteer Policy; it was reiterated that all library volunteers must go through the "hiring" process and be covered under workers' compensation insurance.

Nancy made a motion to reapprove the policy as presented; Karen seconded; motion carried unanimously.

b. Approval of Ruthmary Campbell as Regular Volunteer

Nancy made a motion to approve Ruthmary Campbell as a new regular volunteer shelver; Helen seconded; motion carried unanimously.

c. Recommendation to change Chantel Richert's position to Library Assistant I
   - Tiffany recommended the approval of Chantel's request to decrease hours to 8 per week; a one day per week schedule would be appropriate for Library Assistant I duties. Chantel is willing to cover as a substitute when needed.

Helen made a motion to approve Chantel Richert as Library Assistant I working a regular 8 hours per week schedule; Nancy seconded; motion carried unanimously.

   - Nancy requested that it be noted that Chantel retain her current hourly wage of $17.65 due to her knowledge, skills, and abilities.

d. Recommendation to promote Rylee Reynolds to full-time Library Assistant II position at a wage of $17.65 per hour.
   - Tiffany recommended this promotion to cover necessary duties and responsibilities, invest in and retain excellent staff, and increase operating hours to include Saturdays. This fiscal year payroll budget would not change extensively; any overage would be covered by the Employee Benefit Payout object line 101.

Helen made a motion to approve the promotion of Rylee Reynolds to full-time Library Assistant II position at $17.65/hour; Karen seconded; motion carried unanimously.

5. Future Business
   a. Strategic Plan
      - Community surveys, interest group interviews, and additional data are being collected.

6. Upcoming Meeting(s)
   a. Regular Board Meeting
      - Thursday, November 19, 2026 @ 6:30 pm

7. Adjourn
   a. Lida adjourned the meeting at 7:39 pm.

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Respectfully submitted by:
Tiffany Christensen, Secretary to the Board

Approved by the Conrad Public Library Board of Trustees: November 19, 2026