

Board of Trustees Regular Meeting Minutes

Thursday, February 20, 2025 @ 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: Glenda McKeone, Lida Holst, Nancy Powell, Helen Bingaman [Pat Heinen absent]

Ex-Officio: Tiffany Christensen, Mayor David Cates

Guests: NONE

Chair Glenda McKeone called the meeting to order at 6:39 pm.

1. Public Comment - NONE

2. Approval of Minutes

a. January 16, 2025 Regular Meeting

Lida made a motion to approve the minutes of the January 16, 2025 meeting as read; Nancy seconded; motion carried unanimously.

3. Reports

a. Conrad Public Library: Director's Report

- January statistics showed slight growth in library visits (+3%) and decrease in circulation (-1.5%) and program attendance (-46%) from the previous year. 28% of total circulation was digital. Attendance decrease due to several canceled youth programs during periods of minimal staffing.
- Teen Advisory Board (TAB) is starting a "Read the Book, Watch the Movie" teen club with *The Princess Bride* as the first title.
- Results from the community survey presented; most mentioned topics include operating hours (Saturdays requested) and digital resources (patrons lack knowledge about them and/or how to use them).
- Take Your Child to the Library Day held on Saturday, February 1st. 37 patrons visited between 10:00 am and 2:00 pm.
- Tiffany and the Book Club are planning a community read featuring *Fahrenheit 451* by Ray Bradbury.
- Upcoming event: Gardening Workshop (growing tomatoes & winter sowing) on Thursday, March 6th at 5:30 pm.

Conrad Public Library: Accounting/Budget

- The expenditure report as of the end of January (58.3% through the FY) was presented.

b. Conrad Public Library Foundation - NO REPORT

c. Pathfinder Federation - NO REPORT

d. Pondera County Collaboration Committee

- Nancy provided an update on the last committee meeting; discussion was held regarding collaborative projects that reflect the mission and goals of the library while operating within current standards and best practices.

4. Old Business - NONE

5. New Business

a. HVAC/Tuckpointing Project Bids

- Tiffany presented the six bids received for the HVAC and Downspout projects as well as the recommendation from the architect. Two of the contractors also provided tuckpointing bids;

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the project budget is below the public procurement threshold and allows for more flexibility outside of the bidding process.

Lida made a motion to award the HVAC and Downspout projects to Heartland Mechanical; Helen seconded; motion carried unanimously.

b. Policy Review: Computer and Internet Use - TABLED

Helen made a motion to table the policy to review language; Nancy seconded; motion carried unanimously.

6. Closed Session - NONE

7. Future Business

8. Upcoming Meeting(s)

a. Regular Board Meeting

- Thursday, March 20, 2025 @ 6:30 pm

b. Montana Library Association Annual Conference

- Wednesday, March 26 - Saturday, March 29, 2025 in Bozeman

9. Adjourn

a. Glenda adjourned the meeting at 8:27 pm.

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Respectfully submitted by:

Tiffany Christensen, Secretary to the Board

Approved by the Conrad Public Library Board of Trustees: March 20, 2025