

Board of Trustees Regular Meeting Minutes

Monday, September 16, 2024 @ 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, Pat Heinen, Nancy Powell, Helen Bingaman

Ex-Officio: Tiffany Christensen, Mayor David Cates

Guests: NONE

Board Chair Glenda McKeone called the meeting to order at 6:40 pm.

1. Public Comment - NONE

2. Approval of Minutes

a. August 15, 2024 Regular Meeting

Lida made a motion to approve the minutes of the August 15, 2024 meeting as read; Pat seconded; motion carried unanimously.

3. Reports

a. Conrad Public Library: Director's Report

- August statistics indicated continued increases in library visits (+6.7%), circulation (+6.8%), and program attendance (+28.6%). Computer usage was down (-11.5%).
 - Fall programming has begun with New Miami Colony School and Head Start visiting regularly; Preschool Totes, Cowboy Academy outreach, and After School Clubs will begin in October.
 - The StoryWalk boards have been delivered to the City works department. Tiffany is coordinating with Maria Cates (Conrad Pathway) and Dave Zimbelman to determine sign placement and materials needed for installation; the City maintenance crew will drill holes for the posts.
 - Annie Baliko wrote an article for the local paper describing her experience with The Democracy Project. Humanities Montana confirmed that the remaining project money could be used to build teen programming; Liz has begun advertising for a Teen Advisory Board.
 - SLIPA Projects Update:
 - Tiffany is waiting on some updated information from the architect and then will submit a request to begin a contract with the Montana Department of Commerce so project reimbursements can be requested.
 - Dale Nelson indicated two issues affecting the tuckpointing restoration project: the rain gutter on the west side of the front facade and the awning on the abutting building. Tiffany is researching potential options.
 - The Valier Public Library sent a letter regarding the creation of a Sharing Group in our area. Tiffany replied that she was open to beginning a conversation about it while also recognizing that a number of policies and procedures would need to be created to make it successful.
 - Tiffany completed annual staff reviews with positive results. Our team is working well.
- Conrad Public Library: Accounting/Budget
- The expenditure report as of the end of August (16.7% through the FY) was presented. Collection and Purchased Services expenditures appear high due to annual subscriptions paid upfront and the environmental testing project.

b. Conrad Public Library Foundation - Attended the annual Combined Fund Drive meeting.

c. Pathfinder Federation - NO REPORT

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- d. Pondera County Collaboration Committee - Nancy and Helen will meet with the Valier representatives this weekend to discuss potential collaborative projects.
 4. Old Business - NONE
 5. New Business
 - a. Limited Hazardous Materials Inspection Report
 - Hygienix sent the full report indicating that asbestos, lead, and mercury were found in the building. Tiffany approved a work order for them to test indoor air quality as soon as possible.
 - Hygienix will begin working on an abatement plan that will need to be completed before any construction projects are started. Grants were suggested to assist with abatement costs.
 - b. Policy Review: Personnel
 - Tiffany suggested linking the Montana Code Annotated references and including a brief reference to the MOU with the City of Conrad regarding HR and fiscal procedures.
- Pat made a motion to approve the Personnel Policy as amended; Nancy seconded; motion carried unanimously.**
6. Closed Session - NONE
 7. Future Business
 - a. Environmental Abatement Plan
 8. Upcoming Meeting(s)
 - a. Pathfinder Federation Fall Meeting
 - Thursday, October 3, 2024 in Fort Benton - Tiffany and Pat to attend.
 - b. Regular Board Meeting
 - Thursday, October 17, 2024 @ 6:30 pm - may be rescheduled due to conflicting schedules.
 9. Adjourn
 - a. Glenda adjourned the meeting at 8:04 pm.

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Respectfully submitted by:

Tiffany Christensen, Secretary to the Board

Approved by the Conrad Public Library Board of Trustees: October 16, 2024