

## Board of Trustees Regular Meeting Minutes

Wednesday, October 16, 2024 @ 7:00 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.*

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Trustees: Lida Holst, Pat Heinen, Nancy Powell, Helen Bingaman [Glenda McKeone absent]

Ex-Officio: Tiffany Christensen, Mayor David Cates

Guests: NONE

Vice Chair Lida Holst called the meeting to order at 7:02 pm.

1. Public Comment - NONE

2. Approval of Minutes

a. September 16, 2024 Regular Meeting

**Pat made a motion to approve the minutes of the September 16, 2024 meeting as read; Helen seconded; motion carried unanimously.**

3. Reports

a. Conrad Public Library: Director's Report

- September statistics indicated continued increases in library visits (+22.5%), circulation (+41.3%), and program attendance (+27.6%).
- The StoryWalk posts have been installed by Gene Hauer who volunteered to dig the holes and pour the concrete. The displays can be put together next week.
- SLIPA Projects: still waiting on draft contract with Montana Department of Commerce
- The Pondera Players held a Readers' Theatre on October 7th; 30 people attended.
- Liz was asked to have a library booth at Logan Health's health fair on October 10th; she spoke with several teens about joining the Teen Advisory Board.
- First Lady Susan Gianforte visited Story Hour on October 15th to promote Dolly Parton's Imagination Library. Our library may be featured in an article in Rural Montana Magazine's December issue.
- Tiffany completed the Public Library Surveys statistics for the MSL.
- The Little Seed Library will host a Sample the Season fall food tasting and recipe exchange on Thursday, October 24th at 6:30 pm.
- The Library will participate in Trunk-or-Treat on Thursday, October 31st.

Conrad Public Library: Accounting/Budget

- The expenditure report as of the end of September (25% through the FY) was presented. Spending is on track; Tiffany noted the need for a journal voucher that will move the StoryWalk expense from Purchased Services to Supplies.

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

c. Pathfinder Federation - NO REPORT

d. Pondera County Collaboration Committee - Nancy and Helen will meet with the Valier representatives this weekend to discuss potential collaborative projects.

4. Old Business

a. Policy Review: Personnel

- Tiffany proposed some additional changes to the Personnel Policy that used similar verbiage from the MOU with the City of Conrad regarding HR policies and procedures.

**Helen made a motion to approve the Personnel Policy as amended; Nancy seconded; motion carried unanimously.**

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5. New Business

a. Environmental Abatement Plan

- Tiffany presented the Limited Asbestos Risk Assessment that confirmed that the indoor air quality of the library building is not negatively impacted by asbestos. Hygienix has not completed an abatement plan yet.
- Grants to help with asbestos mitigation were suggested, but it has been difficult to get in touch with the right people. Tiffany will reach out to Sweetgrass Development to see if they can assist with potential EPA/Brownfield grant money. Discussion was held regarding the approval of a significant expenditure in the future if grants cannot be procured.

b. Policy Review: Public Participation

- Tiffany suggested linking the Montana Code Annotated reference to open meeting laws.

**Lida made a motion to approve the Public Participation Policy as amended; Pat seconded; motion carried unanimously.**

6. Closed Session - NONE

7. Future Business

a. Environmental Abatement Plan

8. Upcoming Meeting(s)

a. Pondera County Libraries Collaboration Committee

- Saturday, October 10, 2024 @ 10:00 am - Folklore coffee shop in Valier

b. Regular Board Meeting

- Thursday, November 21, 2024 @ 6:30 pm

9. Adjourn

- a. Lida adjourned the meeting at 8:19 pm.

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Respectfully submitted by:

Tiffany Christensen, Secretary to the Board

Approved by the Conrad Public Library Board of Trustees: November 21, 2024