

MINUTES
CITY OF LAUREL
Library Board

09/13/2022

06:31 PM

Laurel Public Library

COMMITTEE MEMBERS PRESENT:

X Katie Fjelstad	X Arthur Vogeles, Board Chair – via Zoom
X Kate Manley	X Lela Schlitz
X Nancy Schmidt, Secretary	Vacant
X Clair Killebrew – Foundation Liaison	

OTHERS PRESENT: None

1. **Public Input**

Citizens may address the committee regarding any item of city business not on the agenda. The duration for an individual speaking under Public Comment is limited to three minutes. While all comments are welcome, the committee will not take action on any item not on the agenda.

- a. Addressing the Board - None

2. **General Items**

- a. Minutes for August 2022 were presented. Kate motioned to accept the minutes as corrected (Lela was here in person), Lela seconded the motion. Motion passed.
- b. The library received two \$50 donations last month from Ray Wells. Laurel Public Library was awarded the ELSA award by the Montana State Library. ELSA is Excellent Library Service Award given to libraries that meet minimum standards set by the State Library.
- c. **Circulation Report - Traffic:** down 14%; **circulation:** all items circulated totaled 4,775 (including 574 eBooks), book circulation was up 23.7%, media circulation was up 41.77%, eBook checkouts for this month was 12.8% of total book circulation, we circulated 958 items to partners and 234 items from other libraries; **computers:** internet use was up 43.8%, children’s use was up 44%, wi-fi use up 8.1%; **patron cards:** city patrons make up 62.9% of registered users, county 28.5% and out of county users make up 2.6%. There were 90 tech assists in August.

3. **New Business**

- a. Kate has done some preliminary research on mill levies for libraries. She made numerous phone calls trying to determine the next steps for pursuing a dedicated mill levy for the library.
Discussion had determined that a Board meeting should be held to examine the process

more closely before taking it to the Council. Since Nancy will be in Helena on the 11th at State Library meetings it was agreed that the next meeting would be Friday, October 28th at 9:00 am. Three hours are being set aside for discussions. The Board would like to have the information compiled and ready to go to Council in January.

4. Old Business

- a. Nancy presented the final budget to the board for a final vote. The library is receiving 31 mills from the City which puts our budget at \$279,000 for FY22/23. We only have \$5,000 budgeted for books so we use donations to purchase the bulk of the new books. The State Library is asking for more money from the legislature next year to help fund state-wide projects. Our budget also includes the 2% raise for all union staff as well as 2% for the director.
- b. The final counts for the Summer Reading Program/Book Buzz and Summer Lunches will be available by the next meeting. Both programs started out slower but gained momentum towards the end of the summer. Our part of the reading program wrapped up in August and Book Buzz ended in July. Next year we will ask Town Pump for the books grant to expand programming for the summer. The lunch program ended on the 14th so the students missed a week of meals this year. We asked for lunches in bags but they didn't have time for prepping them.
- c. Nancy attended the arbitration training in Great Falls. She will download and send her 18 pages of notes to Board members before the next meeting. She felt the trainings were very informational and enlightening.
- d. Kate, Arthur and Nancy attended the Federation meeting in Red Lodge on September 10th, 2022. Our training was helpful in determining that we need to update our policies for the library, especially the hotspot policy. There was some information shared that we need to have someone not associated with the library read the policy to see if it seems friendly. A couple members of the State Library are talking about creating a 'Library Passport' or self-guided tours of libraries around the state. One question that has arisen is whether still a need for Federations around the state. This will be discussed further at the Coordinator's meeting in Helena. Eli had created a Google Doc of the book kit list that he created to share with other libraries. It may become part of the state resources for book kits around Montana.

5. Other Items

- a. Upcoming Items:

Coordinator's/Commission meeting in Helena – October 11th/12th, 2022; this is for Nancy to attend, she may take someone with her.

MLA Fall Retreat in Chico – October 2nd-3rd, 2022; Nancy is planning on attending. Lela has expressed a desire to attend the retreat also.

6. Announcements

- a. Next regular meeting is being canceled so we can have a scheduled meeting on October 28, 2022 at 9:00 am in the library commons area. This is being planned for 3 hours.

Kate motioned that meeting be adjourned, Katie seconded the motion. Meeting adjourned at 7:48 pm.

Respectfully submitted,

Nancy L Schmidt

Nancy L Schmidt
Library Director
Secretary for the Board

NOTE: This meeting is open to the public. This meeting is for information and discussion of listed agenda items.