

MINUTES
CITY OF LAUREL

07/09/2024

06:02 PM

Laurel Public Library

COMMITTEE MEMBERS PRESENT:

Katie Fjelstad	X Arthur Vogeles, Board Chair
X Kate Manley	Vacant seat
X Nancy Schmidt, Secretary	X Mary Nelson – via Zoom
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. The minutes for May and June 2024 were presented for approval. Arthur motioned the minutes be approved as presented, Mary seconded the motion. Motion passed.
- b. Correspondence – None
- c. Circulation Report – (compared to the same time period as last year) *Traffic*: down 47.2%; *circulation*: all items circulated totaled 5,240 (including 624 eBooks), book circulation was up 10.1%, media circulation was up 8.2%, eBook checkouts for this month was 12.9% of total book circulation, we circulated 865 items to partners and 397 items from other libraries; *computers*: internet use was down 53.4%, children’s use was even, wi-fi use down 53.6%; *patron cards*: not available at this time. There were 34 tech assists in June.

3. Old Business

- a. The budget has been submitted to Mayor Waggoner and the Clerk/Treasurer. There haven’t been any questions directed to me about our budget requests. If there are any concerns, Nancy will let you know. We are hoping that the budget will be passed/approved through the council by the end of August. Kate suggested that the library think about having a Book Fair at Barnes & Noble to help with the expense of purchasing books for the library.
- b. The paperwork has been submitted and signed for the soffit and fascia. The city is handling all of the information for the grant. Hopefully, we will have this work completed in September or October at the latest.

- c. The Book Buzz Summer Reading Program seems to be very successful this year. There have been 365 attendees through the month of June. This compares 192 attendees last June. We have one more month of programming which will feature Drange Apiaries, Billings Symphony Quartet Musical Storytime, and library staff doing programming for the last Buzz Day.
- d. Nancy hasn't been officially released for full-time work until she sees her surgeon on July 24th. Until then, she will likely be working some part-time days as the pain dictates her mobility.

4. New Business

- a. The mayor has received an email from Paige Farmer stating that she would like to be a trustee for the Laurel Public Library. Next year Elysia Vasser may be interested in a position on the board starting in July 2025. Nancy stated that she would like to take Lela out to lunch as a thank you for all her time spent working with the library board. Nancy will send her an email to determine when she and her husband are available for lunch. She will contact everyone once there is a date and time set for lunch.
- b. Nancy and Lela had corresponded about the disaster preparedness and impact policy. Lela's husband, Harry, has been involved in creating these programs in the past and would like to help us with this policy and the steps involved in implementing them. Once there is more information, it will be shared with the rest of the board members.
- c. Some of you may have noticed that a couple library staff members have been absent for quite a while. Nancy was out for her knee surgery but was allowed to come back to work July 6th. Stacie has been out for medical reasons as well but we are having some issues getting FMLA implemented with her doctor's signature. We will keep trying to get the proper signatures so we are following the union rules as well as federal requirements. Once she is back, everyone will be informed. Kate suggested that Stacie may be eligible for a health advocate or EAP through work. We will help her look into this information.

5. Other Items

- a. Upcoming Items: No board concerns at this time.
- b. Michelle Kanta, teacher from Graff Elementary, has been working at the library this summer to complete her library endorsement practicum. She needs 60 hours for the summer to complete her requirements. This has been and will continue to be an enormous help with staffing issues through June and July.
- c. Board elections will take place in August when we have a full board of trustees from which to choose.
- d. Kate asked about meetings that may be taking place in September. The only meeting of note is the Federation meeting on Saturday, September 28th in Roundup. Regional meetings for the federation will be scheduled as needed.

6. Announcements

- a. The next regular meeting is August 13, 2024 at 6:00 pm in the library community room.
A Zoom link will be added to the next agenda.

Meeting adjourned at 6:50 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.

Join Zoom Meeting

<https://us06web.zoom.us/j/81873158498?pwd=zpwR85eU1wFSuOb0NeXntgr8ZlsxYp.1>

Meeting ID: 818 7315 8498

Passcode: 551579