

MINUTES
CITY OF LAUREL
Library Board
05/14/2019 06:00 PM
Laurel Library

A Library Board meeting was held in the Laurel Public Library and called to order by Arthur Vogele at 6:05PM.

COMMITTEE MEMBERS PRESENT:

- | | |
|------------------------------|------------------------------------|
| X Arthur Vogele, Chairman | X Dixie Feller |
| X Bill Hanson, Vice-Chairman | X Clair Killebrew, Federation Rep. |
| X Nancy Schmidt, Secretary | Samantha Barnhart |

OTHERS PRESENT:

Bethany Langve, Clerk/Treasurer

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 – Bethany Langve, Clerk/Treasurer, presented the new budget option for the library to the Board of Trustees. The library would be moved to a 2220-Library Account rather than channeled through the 1000-General Fund account. The library would be given 29 mills to work with for a budget for FY19/20. This amount is about equal to what the library is currently budgeted. After some questions from Board members, Bethany asked that the new budget be returned to her by June 15th. She also stated that any funds not spent during the fiscal year would be transferred to a 4000-Library Depreciation account.

2. **General Items**

- a. The Library Board minutes for March 2019 and April 2019 were presented and read. Dixie motioned the minutes be accepted as presented, Clair seconded the motion. Motion passed.

- b. Correspondence – A donation was made to the library Dena & Michael Lenhart in recognition of the 50th anniversary of Robert & Polly Van Nice. The amount donated was \$50.00. A note will be sent to the Van Nice’s acknowledging the donation.
- c. Circulation Report – Traffic: up 11%; circulation: all items circulated totaled 4,610 (including 586 eBooks), book circulation was up 9%, media circulation was up 20%, eBook checkouts for this month was 16% of total book circulation; we circulated 785 items to partners and 143 items from other libraries; computers: internet use was down 7%, children’s use was down 62%, wi-fi use was up 51%; patron cards: city registrations made up 65% of library users, county patrons 32% and non-resident registered patrons 3%. There were 73 tech assists in April.

3. New Business

- a. Nancy has started doing community outreach again this year with the students at West Elementary. She will visit 14 of the 16 classes in early May to talk about the Summer Reading Program and the lunches that will be provided by the Laurel School District.
- b. The Summer Reading Program will start signing up patrons June 3rd, with weekly activities beginning Wednesday, June 13th at 1:00 pm. Julia, Nancy and a couple volunteers will plan the activities.
- c. The Laurel School District and Laurel Public Library are once again teaming up for the summer to bring free meals to young Laurel residents. The school district is providing the meals and the library is providing the space for lunch. Lunches will be available from 11:00 am until 12:30 pm each weekday (Monday – Friday) except July 4th & 5th. The meals will begin Monday, June 10, 2019 and continue until Friday, August 16, 2019. We are expecting higher numbers this year.
- d. Mike and Nancy attended the Montana Shared Catalog & Partners meetings in Helena, May 9 & 10, 2019. The issues with dissatisfaction with larger libraries having a far greater number of holds on new items when compared to smaller libraries has been resolved. MSC staff will implement a ‘NEW’ item for all libraries that will allow holds to be placed by the owning library’s patrons but not system-wide users. This will allow the book to stay in the owning library for 2-4 months before circulating statewide to other Partner libraries. The cost options of the Montana Shared Catalog membership were presented by MSL staff for a vote. Almost all libraries felt that a flat rate increase of 5% would be easier to plan a budget around rather than using the present system based on number of registered voters and item circulations. Laurel Public Library will also be part of the ShoutBomb SMS notification system for available holds and overdue items starting July 1, 2019.

4. Old Business

- a. The closures for the interior doors desperately need replacing. Instead of using donations to pay for facility repairs, Nancy suggested we wait until the next budget cycle to replace the closures using regular budget monies. This was met with agreement by all Board members attending. The inside doors would be propped open during business hours to allow patrons easy access to the library.
- b. Dixie, Bill, Arthur and Nancy each gave a quick report of the workshops they attended at the Montana Library Association Conference in April. Mike attended as well but came down with food poisoning halfway through the conference. He was able to attend key workshops on collection development and patron services both before and after his illness.
- c. The Laurel Federated Women's Club annual Easter Story and Egg Hunt was held on Wednesday, April 17th at 1:00 pm. There were quite a few attendees: 47 children, 21 adults/parents, and 10 Club members.
- d. With the new budget information presented tonight, Nancy will spend the next few weeks preparing the budget for the library. Dixie and Arthur will meet with her in a couple weeks to talk about the numbers before presenting the budget at the next Board meeting for approval. Nancy received an email from Jennie Stapp, State Library Director, stating that per capita funding is returning this year. Laurel Public Library will receive \$2,384.32 per capita funds in addition to what the Federation provides.
- e. The book sale final amount looks very good indeed: \$1,822.11 was received by using the "donation" method of purchasing. This is the highest net on a book sale to date. We may consider using this method for all future book sales.
- f. A staff meeting was held Friday, May 3rd, 2019, at 10:00am for all library staff members. We covered a variety of topics including proper counting of patrons and Tas. We discussed making sure the end of the day paperwork was completed on time, checking for the proper discs in the correct cases, the new budget process, FLEX and Personal Time that needed to be used, tidying up computer areas so Darlene doesn't have to do all of it, schedule changed that may be upcoming, and book sale final numbers. Library staff asked that new t-shirts be purchased for staff to wear during working hours. Each year we purchase t-shirts from the Summer Reading Program to give to staff members to wear while working. This year they feel it would be a great idea to have t-shirts or polo shirts with the library name or logo on them. Dixie motioned that some of the book sale funds be used to purchase t-shirts or polo shirts for library staff to wear during working hours. Clair seconded the motion. Motions passed.
- g. Clair has submitted her letter of intention to Mayor Nelson concerning her second term on the Library Board. When it is placed on the Council Agenda, Nancy will try to attend the council meeting to express her thoughts on allowing Clair to serve her second term as a member of the Board.

5. Other Items

- a. The library will be closed for the Memorial Day weekend – May 24th through May 27th. Library staff will be allowed to take personal time or vacation for their regularly scheduled workdays.
- b. Nancy has been chosen as the new Network Advisory Committee (NAC) Federation representative to the Montana State Library. The position is voluntary and starts July 1, 2019. The term is three years.

6. Announcements

- a. Next regular meeting is Tuesday, June 11, 2019 at 7:00 pm in the Community Room of the Laurel Public Library.

The Library Board adjourned at 7:12 pm.

Respectfully submitted,



Nancy L Schmidt
Secretary for the Board

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