

MINUTES
CITY OF LAUREL
Library Board

07/08/2021

06:37 PM

Laurel Public Library

COMMITTEE MEMBERS PRESENT:

X Katie Fjelstad
X Kate Manley
X Nancy Schmidt, Secretary
X Clair Killebrew – Foundation Liaison

X Arthur Vogeley, Board Chair
X Samantha Barnhart– via Zoom
Vacant

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 2021 were presented for approval by the Library Board members. Katie motioned the minutes be approved, Bill seconded the motion. Minutes were approved.
- b. The library received \$50 donation from Ray Wells.
- c. Circulation Report - *Traffic*: up 28.9%; *circulation*: all items circulated totaled 3,821 (including 506 eBooks), book circulation was up 12.4%, media circulation was down 59.68%, eBook checkouts for this month was 14.4% of total book circulation, we circulated 864 items to partners and 162 items from other libraries; *computers*: internet use was up 40.5%, children's use was up 210%, wi-fi use : up 46.5%; *patron cards*: city patrons make up 51.2% of registered users county 48.1% and out of county users may cut 3.3%. There were 52 tech assists in June.

3. New Business

- a. GERALYN STEVENS has turned in at her resignation letter. She has been at the library for 31 years. Her last day of work will be on Saturday, July 31st and her retirement party will be Thursday, July 29th from 1:00 PM to 5:00 PM. It was suggested that the library purchase her a "commemorative stone" maybe with the quote "Librarians are novel lovers".

- b. The library board of trustees gave a welcome to Kate Manley as a new member of the board. The Director spent a few minutes explaining how the Montana State Library works and showed her where the online trustee handbooks are located. Ms. Schmidt will be available to answer any questions that Kate may have in the future concerning been a Board member.
- c. This is the first meeting of the fiscal year for the library. Officer elections were held: the board chair will be Arthur Vogele and he will also serve as a Federation representative. The co-chair will be Sam Barnhart.

4. Old Business

- a. The budget for FY22 has been tentatively completed with the possibility that there will be adjustments made before the end of August once the union meets and agreements are reached about wages, time off, etc. Director Schmidt presented the idea to the clerk/treasurer of pursuing a voted mill levy for future library expenses. The questions arose as to number of mills needed. Should they be a part by the city or should all come from a voted levy? Are we looking at a sunset date or a perpetual mill levy? Kate motioned that we proceed with a mill levy, Katie seconded the motion. Nancy will present this information to the clerk treasurer.
- b. For the month of July 2021, the Summer food program has served 2,938 meals.
- c. The stats for the summer reading program indicate that we have 39 participants who have read a total of 24,544 minutes and received 83 prizes.

5. Other Items

- a. Upcoming Items:
Sick leave is still being used by library staff at a significant rate. Current job descriptions for assistant library director and tech trainer will be emailed to board members for their input. Some revisions have already been provided.

6. Announcements

- a. Next regular meeting is Tuesday, August 10, 2021 at 6:00pm in the Community Room of the Laurel Public Library.

Meeting adjourned at 7:54 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.