

MINUTES
CITY OF LAUREL
09/09 /2025 06:05 PM
Laurel Public Library

COMMITTEE MEMBERS PRESENT:

X Katie Fjelstad	Vacant
X Kate Manley – Board Chair	X Paige Farmer - online
X Nancy Schmidt, Secretary	Mary Nelson
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 library board minutes from June, July, and August 2025 were presented to the members for approval. Katie motioned to approve the minutes as presented, Paige seconded the motion. Motion carried.
- b. **Circulation Report** – (compared to the same time period as last year) *Traffic*: down 10.2%; *circulation*: all items circulated totaled 4,943 (including 762 eBooks), book circulation was down 1.7%, media circulation was up 29%, eBook checkouts for this month was 17.5% of total book circulation, we circulated 1,053 items to partners and 260 items from other libraries; *computers*: internet use was up 16.9%, children’s use was down 108.7%, wi-fi use was down 4.5%; *patron cards*: city patrons make up 61.2% of our registered users, county is 28.8%, and state/out of county has 10% of our registered patrons. There were 36 tech assists in August.

3. **Old Business**

- a. The LPL Internet Use Policy and Library Use Rules Policy still need some revision. Kate suggested that library staff give input on these policies before we review them and vote on approval.
- b. The Summer Reading Program was once again a success at the library. We had 360 children and 166 adults attending the programming put on by both the school librarians and public library staff members. Final count: 526 attendees over an 8-week period.

4. New Business

- a. The fall South Central Federation meeting will be held Saturday, September 13th in Lewistown. Kate and Nancy are planning on attending. They will share highlights from the meeting at the next board meeting.
- b. Montana State Library will be presenting a Trustee Director Training in Great Falls next week, September 15th & 16th, 2025. Nancy is planning to attend and will share information at the next board meeting.
- c. Nancy will also be attending the Montana Arbitration & Labor Relations Training in Bozeman September 29th through October 2nd, 2025. Again, she will share information that may be important to the library and its staff members.
- d. The Fall Retreat at Chico Hot Springs is being held Sunday, October 5th and Monday, October 6th, 2025. Nancy will attend the retreat and then travel directly to Bozeman for the Federation Coordinator and MSL Commission meetings.
- e. A Memorandum of Understanding needs to be created for the Laurel Public Library Board of Trustees and the Laurel Public Library Foundation Board of Directors to make sure that we have definitive guidelines to follow for future projects and funds dispersal. This item was tabled until a later date.

5. Other Items

- a. Board concerns: Kate asked if we had a new board member yet. Nancy stated that she should be joining us next month after she is approved by the Council tonight. Nancy shared the latest budget update with board members.

6. Announcements

- a. The next regular meeting is October 14th, 2025, at 6:00 pm.

Meeting adjourned at 7:10 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.