

MINUTES
CITY OF LAUREL
Library Board

08/08/2023

06:08 PM

Laurel Public Library

COMMITTEE MEMBERS PRESENT:

X Katie Fjelstad – via Zoom

X Kate Manley

X Nancy Schmidt, Secretary

X Clair Killebrew – Foundation Liaison

X Arthur Vogeles, Board Chair

X Lela Schlitz

Mary Nelson

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 July 2023 were presented for approval. Kate motioned the minutes be approved as presented, Lela seconded the motion. Minutes were approved.
- b. Correspondence – \$50 donation from Ray Wells & \$100 from Eileen Burton
- c. Circulation Report – (compared to the same time period as last year) *Traffic*: up 13.8%; *circulation*: all items circulated totaled 4,563 (including 677 eBooks), book circulation was up 16.7%, media circulation was down 30.6%, eBook checkouts for this month was 15.3% of total book circulation, we circulated 798 items to partners and 243 items from other libraries; *computers*: internet use was up 51%, children's use was down 34.2%, wi-fi use down 17%; *patron cards*: not available at this time, the system was down. There were 44 tech assists in July.

3. New Business

- a. The Board of Trustees held their annual election of officers. Our new Board Chair is Kate Manley, Vice-Chair is Arthur Vogeles, Arthur has also put his name in as Federation Representation. Katie motioned that the slate of officers be accepted as presented. Lela seconded the motion, motion passed.
- b. According to the State Library Public Standards each board member should have 3 hours of training each year. We have a DVD that is available for watching. If a DVD player isn't available there are links that Nancy can send to each board member for extra training. These hours will all count toward library certification for the board member.

- c. Sign up for the MSC Fall Workshop should be starting soon. Nancy will send the link to library personnel and board members when it is available. Fall workshops will be in Great Falls on September 18th & 19th. Anyone interested in attending should let Nancy know so she can help with registration and motel rooms. You may want to sign-up for Wired-MT to get email notification of upcoming events.
- d. The Fall Retreat at Chico Hot Springs is scheduled for October 1st & 2nd. Again, once registration training is open Nancy will send out the information to board members. Please let her know if you would like to attend the retreat so she can book a room for you.

4. Old Business

- a. The roof repairs have been submitted to MMIA for approval but the claim has been denied. The mayor stated that he will ask the city attorney to contact MMIA to determine if the claim can be reevaluated for payment considering the extent of the damage from wind and hail.
- b. Our summer lunch program was very busy this year We served 701 hot lunches in July. Our contract ends this year so this may be our last year serving lunches at the library. We have to requalify for the program next year. We will need to reevaluate to impact that the program has had on the library each summer. During COVID the number of meals served was impressive. Since that time, the numbers have steadily fallen. Serving the lunches creates a slight increase in general traffic but not a significant increase for amount of prep required to serve the meals. Library staff have expressed the feeling that the program was better when it was a grab-n-go lunch rather than a hot lunch because of the amount of waste they see every day. Marcie Hilliard will be contacting the library next spring about the lunch program.
- c. The summer reading program was done in partnership with the Laurel Public Schools librarians. We had 415 young patrons attend our Book Buzz and library programs. We didn't have any programming the week of July 4th.
- d. The Library Use Policy and the Computer Use Agreement have been completed. The only thing left to add to the policies is the code for MCA and dissemination of pornography to minors. It is listed under MCA 45-8-206 (1)(a). Nancy is still looking for demographic information to list for the Collection Management and Development Policy. Demographics are used to make sure we are serving the needs of all Laurel residents.

5. Other Items

a. Upcoming Items:

Nancy may have to leave for a trip to MN for a possible funeral. Her mother is very ill from cancer.

The Union members will be voting soon on the CBA. Hopefully, this will be completed before the end of the month.

6. Announcements

- a. The next regular meeting is September 12, 2023 at 6:00 pm in the library community room. A Zoom link will be added to the next agenda.

Lela motioned that the meeting be adjourned, Kate seconded the motion. Meeting adjourned at 7:11 pm.

Respectfully submitted,

A handwritten signature in cursive script that reads "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.