

MINUTES  
CITY OF LAUREL  
Library Board

06/11/2019

06:00 PM

Laurel Library

A Library Board meeting was held in the Laurel Public Library and called to order by Arthur Vogele at 6:00PM.

**COMMITTEE MEMBERS PRESENT:**

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

**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 for May 2019 were presented and read. Bill motioned the minutes be accepted as presented, Dixie seconded the motion. Motion passed.
- b. Correspondence – None
- c. Circulation Report – Traffic: down 29%; circulation: all items circulated totaled 4,261 (including 612 eBooks), book circulation was up 23%, media circulation was up 80%, eBook checkouts for this month was 14% of total book circulation; we circulated 721 items to partners and 124 items from other libraries; computers: internet use was down 67.5%, children's use was down 28%, wi-fi use was up 843% (this is not a typo, we have a better method for counting wifi users now than in previous months); patron cards: city registrations made up

57.1% of library users, county patrons 39.8% and non-resident registered patrons 3.1%. There were 37 tech assists in May.

### 3. New Business

- a. Nancy will be a member of the Network Advisory Council for Montana State Library starting July 1, 2019. This is a three-year commitment that will require 2 or 3 face-to-face meetings per year and 1 or 2 online meetings per year. The orientation and training for this position will be held June 13<sup>th</sup> via online with Tracy Cook, MSL staff. At the next Board meeting, Nancy will pass along the meeting schedule so everyone is aware of when she may be required to attend out of town meetings.
- b. There have been some unattended children at the library this summer that have caused some concerns with library staff. In the interest of mitigating liability issues, youngsters will be asked to contact a family member to verify their ability to remain at the library without adult supervision. In the instances where a family comes in together, but if the parent/guardian must leave for a bit, library staff will offer limited supervision if it doesn't interfere with their job performances & library operations. We want their library experiences to be a good thing to remember in the future.
- c. With the new budget will come new staff scheduling at the library. Most library staff will work the same day/hours each week with only slight variations for vacation or time off. This should provide the best coverage for all open hours at the library while offering tech support for patrons at all levels.

### 4. Old Business

- a. The budget for FY19/20 was almost complete and ready to be turned in to the Clerk/Treasurer's office. There were only a couple items that hadn't been completed as of meeting date, but all other numbers were approved by all Board members. As soon as the last few numbers were completed Nancy would review with Arthur before submitting to City Hall.
- b. Clair submitted her letter of interest to Mayor Nelson concerning remaining on the library board. Library Board members voted to accept Clair Killebrew's letter to interest to sit a 2<sup>nd</sup> five-year term on the library board. Dixie motioned the acceptance of Clair's letter; Bill seconded the motion. Motion passed. Clair will let us know when she receives her letter of approval.
- c. The Summer Reading Program is off to a great start. There are about 50 kids registered for the reading participation and prize winning. The weekly SRP activities start on Wednesday, June 12<sup>th</sup> at 1:00 pm.
- d. The Summer Lunch Program started on Monday, June 10<sup>th</sup> at 11:00 am. Our first couple of days saw about 100 kids attending for free lunches. We are hoping that

the number of meals served will increase significantly from last year and it appears to be on track for doing just that.

5. Other Items

- a. The library will be closed Thursday, July 4<sup>th</sup> for the Independence Day holiday but not Saturday, July 6<sup>th</sup>. Staff may take vacation if they choose to take Saturday off from work and other staff members will fill in for them temporarily.

6. Announcements

- a. Next regular meeting is Tuesday, July 9, 2019 at 6:00 pm in the Community Room of the Laurel Public Library.

The Library Board adjourned at 7:10 pm. Motioned by Dixie, seconded by Bill, adjourned.

Respectfully submitted,

A handwritten signature in cursive script that reads "Nancy L Schmidt".

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.**