

MINUTES  
CITY OF LAUREL  
Library Board  
04/12/2022 06:00 PM  
Laurel Public Library

**COMMITTEE MEMBERS PRESENT:**

X Katie Fjelstad – via Zoom	X Arthur Vogeles, Board Chair
X Kate Manley	Samantha Barnhart
X Nancy Schmidt, Secretary	X Lela Schlitz
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. Minutes for February and March 2022 were read. Kate motioned that we adopt the minutes as read, Lela seconded the motion. Motion passed.
- b. The Laurel Bookies Book Club and Ray Wells made donations to the library in the total amount of \$250. It was suggested that a book kit by Louise Erdrich be purchased with some of these funds.
- c. **Circulation Report** - *Traffic*: up 2.1%; *circulation*: all items circulated totaled 5440 (including 562 eBooks), book circulation was up 27.5%, media circulation was up 3.92%, eBook checkouts for this month was 12% of total book circulation, we circulated 1106 items to partners and 244 items from other libraries; *computers*: internet use was up 29.5%, children's use was up 66.7%, wi-fi use up 1.1%; *patron cards*: city patrons make up 64% of registered users, county 30.8% and out of county users make up 2.7%. There were 66 tech assists in March.

3. **New Business**

- a. There is a Director's Institute on leadership being held in Great Falls. Nancy is planning to attend institute May 16-19<sup>th</sup>.
- b. The proposed MOU for MMIA insurance needs was discussed at length. Board members felt that as long as section 5.C.x.x is compliant with MCA they will support the MOU.

4. **Old Business**

- a. SCF Federation meeting was held online via Zoom on March 22<sup>nd</sup>. The plan of service was discussed at length concerning the suggestion to hold one meeting via Zoom and the second meeting of the year would be a retreat of a day & ½ in length with expenses paid for each library to send a trustee and the director to the meeting. The option chosen was to continue with the bi-annual meetings being held at a member library or online. Nancy was chosen to continue as the Federation Coordinator for two more years. An hour of CE training was presented by the state library.
- b. Emelie Easton turned in a resignation letter to Mayor Waggoner in March, opening the seat for a new trustee. Lela Schlitz submitted a letter of interest to the mayor for appointment to the open seat. She was appointed at the Council meeting on April 12<sup>th</sup>.

#### 5. Other Items

- a. Staff will be taking some planned vacations in June and July. Eli and Nancy will each be going to visit family in June and Mike will be taking some time off in July. Arthur stated that Nancy needs to take at least a full week for her vacation in June and to consistently take time off every couple of weeks so she doesn't accrue as much overage at the end of the year.
- b. MLA is being held in Missoula, August 3<sup>rd</sup> – 6<sup>th</sup>. Arthur, Nancy and Kate would like to attend this year.
- c. There have been some changes in staffing at City Hall. As a result, the library will be inheriting the saltwater fish tank. It will be delivered within the next week or two and library staff will do their best to keep the tank healthy.
- d. Book sale is scheduled to start Monday, April 25<sup>th</sup> and end Saturday, May 7<sup>th</sup>. A tentative balance of sales tally will be given at the next Board meeting.
- e. Arthur reported that Elysia is arranging for Barnes & Noble to hold a book fair for the library. Details will be forthcoming after the book sale.

#### 6. Announcements

- a. Next regular meeting is Tuesday, May 10, 2022 at 6:00pm in the Community Room of the Laurel Public Library.
- b. Kate motioned the meeting be adjourned at 7:02 pm, Lela seconded the motion. Meeting adjourned.

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.**