

MINUTES
CITY OF LAUREL
Library Board
01/08/2019 06:00 PM
Laurel Library

A Library Board was held in the Laurel Library and called to order by _____ at _____ on 12/11/2018.

COMMITTEE MEMBERS PRESENT:

- | | |
|--|---|
| <input checked="" type="checkbox"/> Arthur Voge, Chairman | <input checked="" type="checkbox"/> Dixie Feller |
| <input checked="" type="checkbox"/> Bill Hanson, Vice-Chairman | <input checked="" type="checkbox"/> Clair Killebrew |
| <input checked="" type="checkbox"/> Nancy Schmidt, Secretary | <input type="checkbox"/> Samantha Barnhart |
| <input type="checkbox"/> | <input type="checkbox"/> |

OTHERS PRESENT:

_____	_____
_____	_____
_____	_____
_____	_____

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. Bill motioned the Library Board minutes for November 2018 and December 2018 be accepted as presented. Clair seconded the motion, motion passed.
- b. There was no special correspondence to report to the Board.

- c. Circulation Report -Traffic: down 8.2%; circulation: all items circulated totaled 3,263 (including 499 eBooks), book circulation was down 5.24%, media circulation was up 42%, eBook checkouts for this month was 16.5% of total book circulation, we circulated 542 items to partners and 101 items from other libraries; Computers: internet use was down 16.8%, children's use was down 40.9%, wi-fi use was down 45.8%; patron cards: city registrations made up 58.8% of library users, county patrons 32.4% and non-resident registered patrons 4.3%. There were 66 tech assists in December.

3. New Business

- a. The library sent a thank you note, in appreciation, to the generous benefactor of our library mural. A memorial plaque, donated by Western Awards, has been placed next to the mural.
- b. There has been a request that the Board meet on a different day/time to allow other City staff or Council members to attend. Following discussion, it was decided that the meeting day/time would stay the same since those that work already have this monthly time requested off from their places of employment.
- c. The idea of holding monthly staff meetings has been presented by library staff. These meetings will be tentatively scheduled for the last Thursday of each month at 9:00 am. They may need to be adjusted if there are conflicts with appointments or classes.
- d. The outdoor lights have been changed to the new LED fixtures. Most of the fixtures were replaced just before New Year's but it was determined that a fixture needed to be added to the west side of the building to alleviate the dark area by the furnace room/air conditioning unit. Total cost for all fixtures will run about \$1,850. There will be a reimbursement allowed for changing from regular lighting to LED lighting.
- e. Nancy will be attending Offline Conference in Butte, February 1st and 2nd. She will drive up early on Friday and return early evening on Saturday. Dixie motioned, Claire seconded that Nancy be allowed to use her personal vehicle for the trip.

4. Old Business

- a. Final numbers for the book sale: \$1,092.27; new computer desks have been ordered and set in place. Removal of the old desks will happen in the next few weeks. If it is determined that the old desks have no reusable value, they will be sent to the transfer site.
- b. The final numbers for the Annual Statistics have been compiled and turned in to the Montana State Library. This report will be kept on file at the library for

anyonw that wants to take time to review it. They can also access it through the State Library.

- c. Nancy gave Board members a quick demonstration of the new City website and how to access the municode meetings. She will offer training to the Board members if they want it.
- d. There have been 5 updated job descriptions turned in to the CAO for review and approval. Board members will review any changes that are suggested before giving final their approval and returning to the Mayor's office for adoption.

5. Other Items

- a. We will be receiving the FY 19/20 budget in late February or early March. There are some items that need to be discussed concerning the soffit/fascia of the library and updating the shelving inside the library.
- b. Montana State Library will be offering training for storage/use of NARCAN inside public libraries. Nancy will contact Amelea Kim at the MSL to find out what the requiements are for receiving training. Dixie suggested that we consider adding sharps disposal containers in the public bathrooms also. We may not always be aware of patrons that need to take insulin and it would be great to have a safe place for them to dispose of their shaprs after use.
- c. Bill asked about an area of the library being used for "New Book" displays. We currently have a circular rack for the newly acquired books but it may be time to think about updating our displays.
- d. Occasionally we have found that there is a need for a second changing table in our other restroom. When the one restroom is in use, a parent has to use the floor or wait for that restroom to open up to change their little one. This will be looked into for purchase.

6. Announcements

- a. Next regular meeting is Tuesday, February 12, 2019 at 6:00 pm in the Community Room.

The Library Board adjourned at 7:06 pm. Motioned by Dixie and seconded by Bill, passed.

Respectfully submitted,

Nancy L Schmidt
Secretary

NOTE: This meeting is open to the public. This meeting is for information and discussion of listed agenda items.