

MINUTES
CITY OF LAUREL
Library Board
06/13/2023 06:06 PM
Laurel Public Library

COMMITTEE MEMBERS PRESENT:

X Katie Fjelstad	Arthur Vogeles, Board Chair
Kate Manley	X Lela Schlitz – via Zoom
X Nancy Schmidt, Secretary	X 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 minutes for May 2023 were presented for approval. Katie motioned the minutes be approved as presented, Mary seconded the motion. Minutes were approved.
- b. Correspondence – \$50 donation from Ray Wells.
- c. Circulation Report – (compared to the same time period as last year) *Traffic*: up 9.6%; *circulation*: all items circulated totaled 4,388 (including 738 eBooks), book circulation was up 11.2%, media circulation was up 3.5%, eBook checkouts for this month was 18.2% of total book circulation, we circulated 956 items to partners and 299 items from other libraries; *computers*: internet use was up 51.98%, children’s use was even for this same time period as last year, wi-fi use up 167%; *patron cards*: city patrons make up 31.2% of registered users, county 27.5% and out of county users make up 11.2%. There were 33 tech assists in May.

3. New Business

- a. Nancy has received a couple emails from patrons asking if the library could be open on Fridays. It was decided that the library needed to be open on Friday with the exception of holidays, etc. This is not going to happen right away because of budget constraints. The request to have the library open 6 days a week has been expressed repeatedly in the past – at least once per year. The Board will keep evaluating the need for being open on Fridays. At some point we will make it happen without closing on other days.

- b. The summer lunch program started last week, June 5th, and will end August 11th. We had full tables for most of the 1 ½ hour time frame that lunch was served. There will be some preliminary serving numbers next month. Lunches will not be served July 3rd, 4th, and 5th because of the holiday. Donations for the “pantry” will be accepted so anyone wanting small food items can help themselves.
- c. The summer reading program had a ‘soft’ start with school librarian, Anna Meadows. We had 25 children attend this first week. The Book Buzz part of the reading program starts June 21st. Anna is taking her practicum with the library this summer to receive her library endorsement for the schools.
- d. The budget had to be turned in to Kelly by June 9th. We have a couple items that are holding up the final numbers: wages and benefits. Nancy met with Kelly to discuss the numbers for wages and benefits for library staff. She asked for increased hours for Stacie, Fred, and Chris. Anyone that works 20 hours or more per week must receive insurance benefits. It was suggested that Stacie and Fred be allotted 19 hours per week and 16 for Chris. There have been a few other changes in the budget that needed to be increased but some decreases also. There will be more information after meeting with the Mayor and Kelly in a few weeks. Board members discussed the wage/benefit amounts for Nancy again this year. Katie motioned that wages and benefits be equal to the amounts that other non-union employees will be receiving. Lela seconded the motion. Motion passed.
- e. We need to update a number of other policies for the library. This month we need to look at LPL Computer Usage Guidelines that is listed on the computer when you first sign on to use it and Internet Use Policy. It was decided that the library staff would work on updating the policies and present them for review in a month or two. A copy will be emailed to board members for their input also.
- f. Katie left the meeting to speak to the City Council requesting that she be appointed to the library board for her first full term. Nancy submitted a letter of support last week at the Council Workshop for Katie’s placement on the library board.

4. Old Business

- a. The final book sale numbers are \$3, 256.10 for both weeks. This will help us buy more books for the library! Each book sale seems to be more successful than the one before so far.
- b. The paperwork for the license plates has been sent in to MVD in Deer Lodge. Hopefully the plates will be available for purchase July 1st. As soon as we hear about the progress of the plates, the information will be forwarded to everyone. The Foundation was used as the requesting entity but the City provided the funds to start the application process.
- c. Nancy attended a STEM workshop training in Glendive in May. This training was based upon the fact that two solar eclipses will be coming in the next year and a half. The first is coming in October 2023 and the second is April 2024. The library has applied for a donation of 500 eclipse glasses for disbursement to the schools and daycares that may

want to participate in viewing activities. It was a very informational workshop about how an eclipse happens and when they occur.

5. Other Items

a. Upcoming Items:

Fall Workshops are scheduled for September 18th & 19th in Great Falls. Mostly geared toward CE for directors but trustees are encouraged to attend. Anyone wanting to attend should register by September 9th.

Fall retreat is scheduled for October 1st & 2nd at Chico Hot Springs Resort. Lela is interested in attending the Retreat again this year.

Great Falls Public Library just passed a mill levy – 52% in favor, 48% against.

6. Announcements

a. The next regular meeting is July 11, 2023 at 6:00 pm in the library community room.

Meeting adjourned at 7:09 pm.

Respectfully submitted,



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.