

MINUTES
CITY OF LAUREL
Library Board
02/12/2019 06:00 PM
Laurel Library

A Library Board was held in the Laurel Library and called to order by Arthur Vogeles at 06:05 PM on 02/12/2018.

COMMITTEE MEMBERS PRESENT:

<input checked="" type="checkbox"/> Arthur Vogeles, 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:

_____	_____
_____	_____
_____	_____
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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 January 2019 be accepted as corrected. Clair seconded the motion, motion passed.
- b. There was no special correspondence to report to the Board.

- c. Circulation Report -Traffic: down 1.4%; circulation: all items circulated totaled 4,884 (including 510 eBooks), book circulation was up 6.1%, media circulation was up 29.4%, eBook checkouts for this month was 12.7% of total book circulation, we circulated 884 items to partners and 130 items from other libraries; computers: internet use was down 12.6%, children's use was down 30%, wi-fi use was down 25%; patron cards: city registrations made up 58% of library users, county patrons 37.7% and non-resident registered patrons 4.3%. There were 71 tech assists in January.

3. New Business

- a. The interior doors at the library have closers that need replacing and handles that don't allow for quick exits. Replacement of this hardware has been estimated at close to \$2,000. It's been suggested that we remove the inside doors and leave the entryways open. While this could help with heat/cooling distribution it would not allow for extra safety while the library is close. It was suggested that we replace the hardware (closure & panic bar) on 1 door at a time as the budget would allow.
- b. As Arthur is well aware, the library has been donating excess books to the Boys & Girls Ranch for the lodges. To date we have donated 25 boxes of fiction and non-fiction books. The lodge manager states that ANY book will be received so we don't have to sort them.
- c. Budget forms are out and we need to return them to the Clerk/Treasurer by Friday, March 1st. Dixie and Arthur will meet with Nancy on Tuesday, February 26th to edit each line item. Budget will be turned into City Hall shortly afterward.

4. Old Business

- a. Staff meetings are going to be tentatively scheduled for the first Friday of each month. Julia's class schedule prevents us from meeting any other day of the week. The first staff meeting will take place in April.
- b. Nancy attended the OFFLINE Conference in Butte February 1st and 2nd. It was very informational as far as learning how to use the new directory - ASPeN - and some of the new cloud based applications. This information will be passed along to Board members and library staff in the following months.
- c. No report on the job descriptions submitted to the CAO. When he has finished reviewing them, he will return them with suggestions and comments that the Board will consider before fully adopting the job descriptions and returning them for final approval.

5. Other Items

- a. MLA Conference is coming up April 10-13, 2019. Anyone interested in attending needs to fill out the necessary forms for Nancy to submit to MLA.
- b. MSC Spring meeting is being held in Helena May 9th & 10th, Board members feel that Mike should attend this meeting and training along with Nancy.

6. Announcements

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

The Library Board adjourned at 07:05 PM.

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.