

MINUTES
CITY OF LAUREL

05/21/2024

06:02 PM

Laurel Public Library

COMMITTEE MEMBERS PRESENT:

X Katie Fjelstad

X Arthur Vogeles, Board Chair

X Kate Manley

X Lela Schlitz – via Zoom

X Nancy Schmidt, Secretary

X Mary Nelson

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 March 2024 were presented for approval. Arthur motioned the minutes be approved as presented, Lela seconded the motion. Motion passed.
- b. Correspondence – the following were received this month: a \$25 donation from Ray Wells, the dulcimer players gave us a small donation with a Thank You card, and payment for a sample of the library plate. We have started to receive payments for the purchase of the library plates from the Montana Department of Revenue.
- c. Circulation Report – (compared to the same time period as last year) *Traffic*: up 10.8%; *circulation*: all items circulated totaled 4,871 (including 634 eBooks), book circulation was up 21%, media circulation was up 31.5%, eBook checkouts for this month was 14.4% of total book circulation, we circulated 936 items to partners and 213 items from other libraries; *computers*: internet use was down 27.4%, children’s use was up 38.5%, wi-fi use down 50%; *patron cards*: city patrons make up 65.3% of registered users, county is 25.8% and state/out of county has 8.9% of our registered patrons. There were 35 tech assists in April.

3. Old Business

- a. The mill levy resolution was voted down by the council 1-7. Kate stated that she felt the council members weren’t really understanding what was being requested by the library. There is an alternative to getting the mill levy on the November ballot. A petition signed by 5% of the registered voters of Laurel could put the levy on the ballot. Looking at the timeline, it would be really tight to get this done right now. After a lengthy discussion it was decided by the board members that this would be something that would be looked at after the new year.
- b. The final amount raised at the book sale was \$3,394.50. There was also \$1,476.25 deposited in the Foundation account - \$1,000 Town Pump grant, \$60.00 from license plate sales, and \$419.25 in other donations. Our next book sale is scheduled for the end of October.
- c. The federation sponsored trustee training was held May 14th in Billings. There were 18 attendees – 4 directors and 14 trustees. Katie and Arthur attended the training and felt that it

was very informational. It was suggested that we have more training held by the Local Government Center in Bozeman.

- d. Arthur and Nancy attended the annual Montana Library Association conference in Butte. They attended the Shared Catalog meeting on the first day. There was also an opportunity to hear some of the directors talk about using outside space around the library for a community gardens. The Joliet librarian shared her experience about making sure we use self-care to help us continue giving out best to our community. It was also discussed that interest displays would be beneficial to help patrons see some of our niche offerings. It was very informational for both attendees.
- e. The federation has a new state library consultant since Suzanne Reymer and Pam Henley retired. Cara Orban will now be working with our federation. Nancy met with her last week to discuss how the federation will be running in the new fiscal year. Cara is trying to help us decide how to create the smaller regional meetings that have been determined to be needed by the membership. The next meeting is being held in Roundup in September. Part of the plan of service is allowing for Laurel library staff to receive a stipend for handling the circulation and maintenance of the book kits.

4. New Business

- a. The city applied for a few grants through HB 355 – State-Local Infrastructure Partnership Act of 2023. They were awarded four grants, one of which was for the repair/replacement of the soffit and fascia on the library. This is a matching grant of which the city will meet the 25% required for completion of the work. The timeline is September 2024.
- b. The FY 24/25 budget was completed and turned into the clerk/treasurer. It includes increases for items that are going to need to be repaired or replaced within the next year such as the exterior door hardware, computer updates, wage increase per CBA contract, travel increase for training staff, and cleaning increases.
- c. One of the items mentioned at the conference was the need for a Disaster Preparedness and Disaster Impact Policy. Lela mentioned that her husband has worked in this area before. Nancy will meet with Lela and her husband after her leave to complete a draft form of the policy.
- d. The summer reading program will be part of the Book Buzz program presented by the school librarians. It begins June 12th and runs through July 31st. The programs are scheduled for 10:30 am each Wednesday (except during the 4th of July week). Zoo Montana and the Billings Symphony will be part of the presenters.
- e. There won't be any summer lunches served at the library this year. According to the State Office Public Instruction, we are no longer in the FRAC map area that allows for us to be part of the lunch program. West Elementary is in the map area but because of the construction, it won't be used. The school superintendent decided that the lunches will be served by the middle school.
- f. Nancy will be taking 4 weeks off for knee surgery in June. She will be gone June 4th through July 5th for sick leave. Mike will be left in charge of the library with help from Eli where needed. Nancy will be in contact with library staff via email or text if anything important arises.

5. Other Items

- a. Upcoming Items: No board concerns at this time.

6. Announcements

- a. The next regular meeting is July 9, 2024 at 6:00 pm in the library community room. A Zoom link will be added to the next agenda.

Meeting adjourned at 7:31 pm.

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.

Join Zoom Meeting

<https://us06web.zoom.us/j/81873158498?pwd=zpwR85eU1wFSuOb0NeXntgr8ZlsxYp.1>

Meeting ID: 818 7315 8498

Passcode: 551579