

MINUTES
CITY OF LAUREL
Library Board
03/12/2019 05:00 PM
Laurel Library

A Library Board was held in the Laurel Library and called to order by Arthur Vogeles at 05:15 PM on 03/12/2018.

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 checked="" 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 February 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 22.2%; circulation: all items circulated totaled 3,921 (including 492 eBooks), book circulation was up 5.9%, media circulation was up 4.8%, eBook checkouts for this month was 14.8% of total book circulation, we circulated 848 items to partners and 141 items from other libraries; computers: internet use was down 53.2%, children's use was down 8%, wi-fi use was down 18.2%; patron cards: city registrations made up 58.7% of library users, county patrons 36.4% and non-resident registered patrons 4.9%. There were 41 tech assists in February.

3. New Business

- a. The spring book sale is set for April 23rd - 27th, 2019. Sale hours will run during regular open hours and volunteers are still needed to work the sale. If you know of anyone interested in working the sale please have them contact the library.
- b. The Spring South Central Federation meeting is being held Saturday, March 16th at the Billings Public Library. The meeting portion is scheduled to run 9:30 to 12:00 and CE training is scheduled 1:00 to 3:30. Everyone is welcome to attend. There are a couple voting items in which we will need at least one Trustee to vote.
- c. The CIP budget meeting was held yesterday, March 11th at 11:00 am. There wasn't anything definitive decided for any of the departments. A follow-up CIP meeting will be scheduled by Mayor Nelson for some time in April.

4. Old Business

- a. The closures on the library doors are working poorly enough that there is concern over fingers getting caught in the doors. After some discussion Dixie motioned that donation monies be used to pay for 4 new closures on the inside doors. Clair seconded the motion. Motion passed. New closures will be purchased and installed on the inside wooden doors.
- b. Montana Library Association is hosting its annual conference in Helena this year. Trustees Hanson, Feller, and Vogeles along with library employees Mike Furman and Nancy Schmidt will attend the conference. Travel arrangements will be discussed a couple weeks prior to the conference.
- c. Montana Shared Catalog will be holding its spring meeting on Thursday, May 9th at the Great Northern Hotel in Helena. Catalog training and Partners Group meeting will be scheduled for Friday, May 10th. Mike and Nancy will attend both the MSC and Partners Group meetings as well as the trainings. They will leave on the afternoon of the 8th and return in the evening on May 10th.

- d. The library budget for FY 19/20 was turned in to the Clerk/Treasurer on March 7th. A one-on-one meeting will be scheduled with the C/T and Mayor at a later date.
- e. The first staff meeting is scheduled to be held Friday, April 5th at 10:00.
- f. Nothing to report on the updated job descriptions for library staff.

5. Other Items

- a. Mike and Nancy are the only staff members that still have an abundance of vacation time that needs to be used before the end of March. Both are scheduled to take a couple days off at the end of the month.
- b. Clair Killebrew will be ending her first term at the end of June 2019. If she is interested in serving a second term on the Library Board of Trustees she needs to get a letter of intention written and turned into the Mayor's office before the end of April.

6. Announcements

- a. Because of the conflict with the MLA Conference, the next regular meeting is Tuesday, May 14th, 2019 at 6:00 pm in the Community Room.

The Library Board adjourned at 05:59 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.