

MINUTES
CITY OF LAUREL
Library Board

07/11/2023

06:01 PM

Laurel Public Library

COMMITTEE MEMBERS PRESENT:

X Katie Fjelstad

X Kate Manley

X Nancy Schmidt, Secretary

X Clair Killebrew – Foundation Liaison

X Arthur Vogeleson, Board Chair

X Lela Schlitz – via Zoom

X Mary Nelson

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 – Noone has attended but Arthur commented that he is concerned about the political groups that are now targeting specific library associations and not just libraries. We will take a 'watch and see' stand on these issues.

2. General Items

- a. The minutes for June 2023 were presented for approval. Lela 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 21.5%; *circulation*: all items circulated totaled 4,765 (including 617 eBooks), book circulation was up 7.5%, media circulation was up 11.3%, eBook checkouts for this month was 14.4% of total book circulation, we circulated 1128 items to partners and 211 items from other libraries; *computers*: internet use was up 64.3%, children's use was down 0.075%, wi-fi use up 156%; *patron cards*: city patrons make up 60.6% of registered users, county 30.4% and out of county users make up 8.9%. There were 37 tech assists in June.

3. New Business

- a. Katie Fjelstad has been appointed by Mayor Waggoner as our newest board member. Her term ends June 30, 2028. This is her first full term. Welcome to Katie Fjelstad! Lela is up next for applying for a full term on the library board.
- b. Fall Workshop is scheduled for September 18th & 19th in Great Falls. Registration hasn't been made available to library staff and trustees yet. As soon as it is open, Nancy will

forward registration information to everyone that is interested in attending provided there are workshops geared toward trustee professional development.

- c. The Director's Retreat is scheduled for October 1st & 2nd at Chico Hot Springs Resort. As soon as registration opens, information will be forwarded to everyone that may want to attend the workshops.
- d. Just a quick notice that Chris will be out on vacation for two weeks later in the month – July 17th through July 27th. His sons are taking him to the Baseball Hall of Fame in Cooperstown, NY. Nancy will be taking a quick trip later in the month to Minnesota because her mother is ill.

4. Old Business

- a. The library license plate paperwork has been submitted but we received notice that we needed to include extra information. The foundation doesn't have a W-9 but an SS-4. Nancy submitted this with a statement of fact. The plates should be ready January 1st for purchase. The library will receive \$30 per plate as funding for the library.
- b. The summer lunch program has been very busy this year again. During the three weeks in June, we served 833 meals to our young patrons. The program continues until August 11th.
- c. The summer reading program has been very successful. We've had 247 children attend the read-aloud and the book buzz programming.
- d. Nancy met with the Clerk/Treasurer and Mayor Waggoner last week. We are waiting on what request the union will be making as part of their agreements. In the discussions during the meeting, a few items will be increased. We are asking for a book budget of \$10,000 for this year. Other items have been adjusted so that the overall increase won't exceed the amount recommended by the mayor.
- e. There was a leak in the roof into the ceiling of the library. Part of the budget discussion involved turning the roof damage to the insurance company for replacement since repairing hasn't worked up until recently. Arthur expressed concern that the soffit and fascia are also needing to be repaired. He would like to see this added into the cost of replacing the roof on the library. There will be updates at the next board meeting.
- f. Board members worked on a couple policies for computer and internet usage while at the library. Kate moved that we accept the updated policies as changed, Katie seconded the motion. Motion passed. Copies of the updated policies will be given to board members as well as placed on the website and held at the circulation desk.

5. Other Items

- a. Upcoming Items:

Possible emergency leave for Nancy because of family crisis.

6. Announcements

- a. The next regular meeting is August 8, 2023 at 6:00 pm in the library community room.

Meeting adjourned at 7:05 pm.

Respectfully submitted,

A handwritten signature in cursive script that reads "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.