

MINUTES
CITY OF LAUREL
Library Board

01/14/2020

06:05 PM

Laurel Library

COMMITTEE MEMBERS PRESENT:

X Dixie Feller, Board Chair
Bill Hanson, Vice-Chairman
X Nancy Schmidt, Secretary
Emilie Eaton

X Arthur Vogeles
X Samantha Barnhart – via phone
X Clair Killebrew – Foundation Liaison

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. No one addressed the Board.

2. **General Items**

- a. Arthur motioned the Library Board minutes for December 2019 be accepted as presented, Samantha seconded the motion; motion passed.
- b. The library foundation received a letter of appreciation from Yellowstone Boys and Girls Ranch about the books donated to them in the past couple years. Arthur explained that YBGR staff are using the donations to create a library for residents/students and as life experiences information. Those books that haven't sold after 3 or 4 sales will continue to be donated to YBGR.
- c. A letter from AFSCME Local 316 was delivered to the library by Hannah Nash, AFSCME Field Representative. Library staff have unanimously voted to join the union. A meeting will be scheduled later to discuss changes to the collective bargaining agreement (CBA).
- d. Circulation Report -Traffic: down 17.6%; circulation: all items circulated totaled 4,4366 (including 510 eBooks), book circulation was up 3.4%, media circulation was up 18.1%, eBook checkouts for this month was 13.9% of total book circulation, we circulated 916 items to partners and 140 items from other libraries; computers: internet use was down 37.1%, children's use was down 37.5%, wi-fi use: unavailable because of software issues; patron cards: city

registrations made up 60.5% of library users, county patrons 36% and non-resident registered patrons 4.1%. There were 52 tech assists in December.

3. New Business

- a. With the quick approach of the 2020 Census the State Library is offering training for library staff to help deal with issues that may come up when patrons use the library to fill out their census information. Library staff will be setting up two specific computers for census participation.
- b. OFFLINE Conference is being held in Helena this year. After reviewing the training being offered, Nancy decided that most of the topics have already been offered at either the Chico Fall Retreat or were being offered at MLA in April.
- c. MLA Annual Conference is being held in Missoula this year April 1st-4th. Trustees and staff that want to attend need to let Nancy know soon so that she can reserve the motel rooms at the conference rates.
- d. Just a quick reminder that the spring Federation meeting will be held in Laurel on Saturday, March 14th at the library. Lunch and snacks will be served. All staff and trustees are encouraged to attend.
- e. There have been many changes around the library in the last few weeks. We are experiencing growing pains because of lack of space. One area that has changed the most is where we have our copier. Mike's workspace was being crowded with patrons using the extra computer, so we moved that to the southwest corner of the circ area and we moved the copier to the wall next to the movies. The circular shelf with music is now over by the YA section. Don't be surprised if we make more changes in the future to help accommodate our growing library.
- f. Community Room use has also increased significantly over the last few years. We now have guitars lessons scheduled 4 days per week, violin on Mondays, Moms Group on Thursdays, book club meets on the second Tuesday, Bunco groups meet on the third Tuesday and Thursday of each month, Library Board on the second Tuesday, and various patrons request the use of the room for private meetings. Homeschool groups or Christian schools bring students to the library regularly as part of their studies. It may be time to start thinking about expanding the library to include a couple small study/activity rooms, a medium meeting room, a storage room, and a staff break room.

4. Old Business

- a. Nancy presented the latest statement for the Foundation to Clair Killebrew for her approval. Any items purchased through the foundation will be included in the statistics of expenses for the next year.

- b. Invoices were reviewed for December 2019 expenses. There were no questions concerning the current expenses.
- c. The library needs a new network key to count traffic on the Wi-Fi. One has been ordered and will be installed shortly after we receive it. Next month we should have a count of WIFI users.

5. Other Items

a. Upcoming Items:

There are three library staff that have too many vacation hours accrued for this year. We will be working hard at taking time off before the end of March, so we don't lose our time. Personal time will need to be scheduled and taken by the end of June.

6. Announcements

- a. Next regular meeting is Tuesday, February 11, 2020 at 6:00 pm in the Community Room of the Laurel Public Library.

Bill motioned to adjourn the meeting at 7:20pm, Arthur seconded the motion; motion passed.

Respectfully submitted,

Nancy L Schmidt

Nancy L Schmidt
Secretary for the Board

NOTE: This meeting is open to the public. This meeting is for information and discussion of listed agenda items.