

MINUTES
CITY OF LAUREL
Library Board

03/11/2020

06:00 PM

Laurel Library

COMMITTEE MEMBERS PRESENT:

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

X Arthur Vogeles
Samantha Barnhart
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 February 2020 be accepted as presented and corrected, Bill seconded the motion; motion passed.
- b. No correspondence received.
- c. Circulation Report -Traffic: up 22.1%; circulation: all items circulated totaled 4,568 (including 515 eBooks), book circulation was up 18.1%, media circulation was up 7.9%, eBook checkouts for this month was 13.2% of total book circulation, we circulated 816 items to partners and 265 items from other libraries; computers: internet use was up 46%, children's use was up 50%, wi-fi use : up 519% (not a typo); patron cards: city registrations made up 62.6% of library users, county patrons 34.3% and non-resident registered patrons 3.2%. There were 61 tech assists in February.

3. New Business

- a. The library received numerous, generous donations in memory of Marilee Wold. The total came to \$580 in donations.
- b. We are waiting to hear whether MLA is going to be cancelled or postponed due to the COVID-19 preparedness. As soon as the Library Association Executive Board makes a definitive decision, Nancy will let everyone know what they

decide and if they are getting a refund. Motel rooms will be cancelled as soon as possible if needed.

- c. COVID-19 preparedness is an ongoing issue and will be monitored accordingly. If we need to close the library, notices will be posted on social media and in the newspaper.
- d. It has become apparent the library is becoming a day care for young patrons. After some discussion, it was decided that parents would be asked to monitor how long their children stay at the library without supervision or snacks. The library will not provide snacks or meals directly to afterschool students because of liability and cost issues.
- e. The library has applied for e-Rate funds for reimbursement on internet costs. If the application is accepted the library account will be credited at 40-50% of original costs. This will start July 1, 2020 and end June 30, 2021.
- f. There has been no communication in relation to the budget. We are waiting partly on what the collective bargaining agreement says concerning the union staff. The Director and Board Chair can prepare the rest of the budget according to the projected needs and submit to the Mayor.
- g. Tare Sather called about starting the process for serving lunches throughout the summer. We will start June 1st and run through August 23rd, 2020. The Board has approved the continuation of the Summer Lunch Program.

4. Old Business

- a. The next Federation meeting is Saturday, March 14, 2020 here at the library. Lunch and snacks are being catered by Red Rooster Kitchen here in Laurel. It will be delivered at about 11:30. Coffee, tea, and water will be served as beverages. There will be a training in the morning on mental health issues in the library. The Crisis Intervention Team of Montana will be presenting the continuing education training. The business meeting will be held in the afternoon.
- b. Foundation business was presented to Clair Killebrew for review. Mike and Nancy spent an afternoon at Barnes & Noble selecting books that patrons had requested or would be of high-interest to our patrons. There were 131 items purchased with a savings of over \$700. The next book sale is tentatively scheduled for May 5th – 9th and November 2nd – 7th, 2020. Sales will be by donation again.
- c. Invoices for February 2020 were reviewed, commented upon, and accepted as presented. No further questions were asked by the Board Chair.
- d. The phone service has successfully been moved to Spectrum voice. We haven't experienced any issues with calls being dropped or not connecting. If this happens, Spectrum service will be called.

5. Other Items

a. Upcoming Items:

There is a NAC meeting scheduled for April 23rd in Helena.

Library staff will be using up vacation and personal time in April and May, so they don't lose it.

6. Announcements

a. Next regular meeting is Tuesday, April 14, 2020 at 6:00 pm in the Community Room of the Laurel Public Library.

b. Partner mtg

Bill motioned to adjourn the meeting at 7:33 pm, 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.