

MINUTES
CITY OF LAUREL
Library Board

02/11/2020

06:01 PM

Laurel Library

COMMITTEE MEMBERS PRESENT:

X Dixie Feller, Board Chair	X Arthur Vogele
X Bill Hanson, Vice-Chairman	X Samantha Barnhart – via phone
X Nancy Schmidt, Secretary	X Clair Killebrew – Foundation Liaison
Emilie Eaton	

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. Bill motioned the Library Board minutes for January 2020 be accepted as presented and corrected, Arthur seconded the motion; motion passed.
- b. The library was given two individual \$50 donations from our patron Ray Wells in appreciation for the help he has received from our library. Dixie will send a Thank You note in appreciation of the donations.
- c. Circulation Report - Traffic: down 9.5%; circulation: all items circulated totaled 4,361 (including 525 eBooks), book circulation was down 13.4%, media circulation was down 5.8%, eBook checkouts for this month was 14.8% of total book circulation, we circulated 928 items to partners and 158 items from other libraries; computers: internet use was up 15.4%, children's use was down 63.2%, wi-fi use : up 73.1%; patron cards: city registrations made up 69.55% of library users, county patrons 28.2% and non-resident registered patrons 2.36%. There were 46 tech assists in January.

3. New Business

- a. Just a quick reminder that the spring Federation meeting will be held here in Laurel on Saturday, March 14th, 2020. It is tentatively scheduled for 10:00 am – 3:00 pm. Guitar lessons will have to cancel for the day or take place in the main

part of the library. Lunch and snacks will be provided by the Federation. The church won't be able to provide lunch, so we'll see if we can get a mixture of sandwiched and wraps from Subway. Dixie wants to support local businesses as much as possible. Everyone is welcome to attend the Federation meeting.

- b. Motel rooms have been reserved in Missoula for MLA Conference attendance. There are three rooms reserved for 5 attendees. Dixie and Arthur will pay for their own rooms while the other rooms are being paid for by the library. Next year MLA is being held in Billings.
- c. The qualifications for the ELSA Award (Excellent Library Service Agreement) have been submitted to the State Library. We will find out at MLA in April if we get recognition for the award. Looking at the qualifications for the award, there shouldn't be any question in whether we qualify or not for ELSA.
- d. Spectrum has submitted a proposal to bundle our phone with internet service. Right now, we are paying \$126 per month to CenturyLink for the phone and \$145 to Spectrum for internet. By combining voice and internet through Spectrum we will be saving about \$67 per month. Samantha motioned that we move forward with combining the internet and voice services through Spectrum, Arthur seconded the motion. Motion passed.

4. Old Business

- a. The Foundation has paid for service on the copier and supplies from The Library Store. There were no questions about these expenditures.
- b. Invoices submitted for payment in February 2020 were reviewed. There were no questions or concerns about the submitted expenses. Top two items in the folder were those paid by the Foundation. Arthur motioned that we accept the invoice expenditures as presented, Bill seconded the motion; motion passed.
- c. The 2020 Census is coming up very quickly. The library will be helping with filling out the forms online. Montana State Library is giving all libraries extensive training in how the census should be filled out and how to answer questions that patrons may have about why we fill these out and where the information goes. We are setting up two, possibly three, computers for patrons to use exclusively for filling out census information. Census Day falls on April 1, during MLA, so the State Library is creating a Census Week to encourage residents to fill out their forms. There will also be more information presented at MLA.

5. Other Items

- a. Upcoming Items:
 - The Summer Reading Program will include 'The Lego Guy' and the Zoo.

There is a trustee training, Board Best Practices, being offered by the State Library in April 28th, 2020 at Billings Public Library.

6. Announcements

- a. Next regular meeting is Tuesday, March 10, 2020 at 6:00 pm in the Community Room of the Laurel Public Library.

Arthur motioned to adjourn the meeting at 6:51 pm, Bill 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.