

MINUTES
CITY OF LAUREL
Library Board

11/08/2020

06:00 PM

Laurel Public Library

COMMITTEE MEMBERS PRESENT:

X Dixie Feller, Federation Representative	X Arthur Vogeles, Board Chair
X Bill Hanson, Vice-Chairman	Samantha Barnhart
X Nancy Schmidt, Secretary	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. Addressing the Board: None

2. General Items

- a. The minutes for October 2020 were presented for approval. Dixie motioned the minutes for October 2020 be approved, Bill seconded the motion; motion passed.
- b. The library received two items of correspondence this month: a donation from the Schmitt family in honor of Leo Schmitt that passed away on December 18, 2019 and a donation of \$50 from Ray Wells. The Schmitt family donated \$1,000 to the library in Leo's name.
- c. Circulation Report - Traffic: down 24.8%; circulation: all items circulated totaled 3,865 (including 488 eBooks), book circulation was down 7.7%, media circulation was down 37.1%, eBook checkouts for this month was 14.3% of total book circulation, we circulated 844 items to partners and 163 items from other libraries; computers: internet use was down 7.2%, children's use was down 85%, wi-fi use : up 1%; patron cards: city registrations made up 55.1% of library users, county patrons 41.3% and non-resident registered patrons 3.1%. There were 44 tech assists in October.

3. New Business

- a. Library standards have been completed with the exception of adopting the personnel policy. The State Library now requires a formal adoption of a personnel policy for library staff. We can either adopt the City policy or create one specifically for library personnel. Dixie motioned that we table the adoption

of a personnel policy until library staff are officially part of the Union Local 316 and we adopt their policy. Bill seconded the motion; motion passed.

- b. The Library Use Policy was revised to include the cost of printing 3D items. Dixie motioned the revised policy be adopted by the Board of Trustees. Bill seconded the motion; motion passed.
- c. It is time for the annual statistics required by the State Library. We will add the costs of items spent out-of-pocket by staff and trustees, amounts spent from the Foundation, and costs of donated items from patrons such as books or other materials.
- d. The Montana State Library has put funds toward providing technology supplies to public libraries. We have been provided with 8 hotspots (3 Verizon & 5 T-Mobile) with data plans included, 4 iPads, and 2 HP Pros. All of these items will be cataloged and allowed to circulate to patrons just like our regular materials.
- e. Bethany has reached out to Nancy about having the Board Chair approve the Director's timesheets. Arthur has agreed to the timesheets with the understanding that technology needed to approve the timesheets needs to come out of the City funding since they are requiring the Chair's approval. Arthur has stated that the library does not have the funds to pay for any new technology for him to use.

4. Old Business

- a. The library was closed for deep cleaning after the book sale November 2nd – 7th, 2020. Library staff spend much of their time disinfecting all surfaces in the library, shampooing the carpeting, cleaning and hanging historic pictures, and cleaning returned books. We used an extension ladder to clean the tops of the cross beams, remove the quilts, and hang the pictures. The library not only looks cleaner, but also brighter and smells better.
- b. The book sale was very successful for us. The final amount received was \$4,162.36. We had generous donations provided by Mary Kasner, Ray Wells, Mary Kay Kimmet, the Miranda Fenner Foundation, and Kate Morton. Thank you letters will be sent out to each of them for their donations.
- c. Under Foundation business, we have over \$8,000 in the account. We used some of these funds to pay for the community table that was requested by Mary Freund. It was suggested that a plaque be put on the table to express that it is a memorial in Margaret Freund's honor. Dixie suggested something that could be placed upon the table but moved if the full surface area was needed.
- d. The Board vacancy hasn't been filled yet. When I asked about the status of the letter of interest from Clair Killebrew, I was told that I turned in the paperwork but there hasn't been any response. It sent an email to the Mayor asking about

the status with all Council members cc'd but there is still no response. The Board feels that since there hasn't been any action of filling this vacancy, non-action has determined that Mrs. Killebrew has become the new Board member.

5. Other Items

a. Upcoming Items:

Do we close for Thanksgiving weekend or stay open? Library staff can decide what they want to do.

b. Christmas and New Year's fall on Friday this year so library staff will have the option to stay open on Saturday if they choose to work. If they want a long weekend, we can close for a three-day weekend.

c. We would like to plan a staff/Board pizza party for Tuesday, December 22nd, 2020. We will schedule it for the hours of 4:00 pm to 6:00 pm so all staff and Board members can attend at their convenience. Dixie suggested that we do individual sub sandwiches so we aren't allowing for possible cross-contamination. We will of course, make sure COVID precautions are in place.

6. Announcements

a. Next regular meeting is Tuesday, December 8, 2020 at 6:00 pm in the Community Room of the Laurel Public Library.

Dixie motioned the meeting be adjourned at 7:02 pm. Bill seconded the motion, meeting adjourned.

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.