

MINUTES
CITY OF LAUREL
Library Board

05/12/2020

06:08 PM

Laurel Library

COMMITTEE MEMBERS PRESENT:

X Dixie Feller, Board Chair	X Arthur Vogele
X Bill Hanson, Vice-Chairman	X Samantha Barnhart – on 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. Arthur stated that he had been sent a letter from Mayor Nelson asking if he was interested in being reappointed to the Library Board for a second term. Arthur is currently the Chair for South Central Federation and would like to remain in his position.

2. General Items

- a. Arthur motioned the Library Board minutes for March 2020 and April 2020 be accepted as presented, Bill seconded the motion; motion passed.
- b. Ray Wells made a donation to the library in the amount of \$50.00. Eileen Burton also donated to the library in the amount of \$100.00 for the purchase of the rest of the books in the “Poldark” series.
- c. Circulation Report -Traffic: down 54%; circulation: all items circulated totaled 1,462 (including 570 eBooks), book circulation was down 17.3%, media circulation was down 919%, eBook checkouts for this month was 41% of total book circulation, we circulated 0 items to partners and 0 items from other libraries – courier service has been siloed until further notice; computers: internet use was down 1900%, children’s use was down 130%, wi-fi use : up 273% (not a typo); patron cards: city registrations made up 60.1% of library users, county patrons 38% and non-resident registered patrons 1%. There were 0 official tech assists in April.

3. New Business

- a. Nancy has applied for e-rate funding this year (2020) to help offset internet and phone costs for the next fiscal year. We are waiting for approval to find out how much we will receive off our Spectrum bill.
- b. There hasn't been any information about the budget except a cc'd email from Mrs. Langve to Fire Chief Peters stating that Mayor Nelson has given her his instructions, but we needed to be patient about receiving our budgets from her. Dixie recommended that we work on the numbers and present what we have to the Council in June.
- c. The Summer Reading Program may be going digital this year. The Lego Guy that had arranged to participate this summer has cancelled his show because of COVID-19 restrictions.
- d. Montana Correction Enterprises has been asked to give a quote on new shelving in the library. The Foundation is looking at pursuing grants to update the shelving in the library along with the circulation desk and the conference table. Part of updates will be in honor of former librarian Margaret Freund. As soon as we have more information, we will share it with the Board.
- e. Bob Engel has been in to ask about the status of resuming library activities. Board members discussed plans to resume activities and decided that none should resume until the end of May or until Governor Bullock moves to Stage 3 reopening procedures. Arthur motioned that we follow the Governor's guidelines for reopening, Samantha seconded the motion; motion passed.

4. Old Business

- a. COVID-19 guidelines for the library will involve staying with limited hours until the end of May (or longer) and not resuming activities and programs as discussed in last topic.
- b. The School Lunch Program will continue for until the end of May as it is currently running – 3 days a week with multiple meals being given at a time to each child. When school is dismissed for the summer there may be some changes made to how, and when, the meals are served. We will post new information on our website and Facebook page.
- c. The South Central Federation meeting was held twice this spring: Saturday, March 14th at the Laurel Public Library and online April 16th. There will be 2 sets of minutes to submit for approval at the next Federation meeting being held in Red Lodge on September 12, 2020.
- d. The Foundation is not able to hold its regular spring meeting this year due to COVID-19 guidelines. The suggestion was made that we set up the ability of patrons to make donations online in lieu of a book sale – giving them a letter of receipt to use for taxes or as credit on the next book sale.

- e. Invoices for March and April 2020 were reviewed. There were no questions about the expenditures. Bill motioned that the invoices be accepted as presented for payment, Arthur seconded the motion; motion passed.
- f. The library received over \$500 in memorials from 12 donors in honor of Marilee Wold. These monies will be used toward expenses from MCE items.
- g. Montana Library Association was cancelled but the classes are being posted online as free webinars. Anyone that signs up through ASPeN can attend the webinars.
- h. Nancy attended the Network Advisory Council meeting online. The NAC members voted to authorize the State Library to use CARES money for library hot spots, MontanaLibrary2Go funding, and online reading program. Each public library will receive at least 2 hot spots to loan to patrons for a 14-day period. This will include the data contract to run the hot spots. MontanaLibrary2Go will receive over \$80,000 in funding to help purchase more electronic content for patrons. The program, ReadSquared, will be made available to public libraries that wish to participate for the Summer Reading Program. This will be all online and we will have access to it for 2 years – all year long.

5. Other Items

- a. Arthur stated that it was time to address the non-attendance and lack of participation in library affairs of the Board members. To date, there is one Board member that has seemingly stopped attending the board meetings and hasn't helped promote the library in any way over the last 12 months. The voting Board members further discussed the lack of said participation and unwillingness to attend trainings at length. Arthur motioned that the membership of Emelee Eaton be revoked and removed as a regular member of the Library Board of Trustees. Bill seconded the motion; motion passed.
- b. Clair Killebrew expressed an interest in returning to the Board if we are unable to fill the open seat now vacated by Emelie Eaton.
- c. Upcoming Items:
 - The library will be closed for the Memorial Day weekend Friday, May 22nd through Monday, May 25th. Staff will take vacation days or remaining personal hours for this weekend.

6. Announcements

- a. Next regular meeting is Tuesday, June 9, 2020 at 6:00 pm in the Community Room of the Laurel Public Library.

Bill motioned to adjourn the meeting at 7:36 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.