

MINUTES
CITY OF LAUREL
Library Board
11/13/2018 06:00 PM
Laurel Library

A Library Board was held in the Laurel Library and called to order by Arthur Vogeles at 06:08 PM on 11/13/2018.

COMMITTEE MEMBERS PRESENT:

<input checked="" type="checkbox"/> Arthur Vogeles, Chairman	<input checked="" type="checkbox"/> Dixie Feller
<input checked="" type="checkbox"/> Bill Hanson, Vice-Chairman	<input type="checkbox"/> Clair Killebrew
<input checked="" type="checkbox"/> Nancy Schmidt, Secretary	<input type="checkbox"/> Samantha Barnhart
<input type="checkbox"/>	<input type="checkbox"/>

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. None

2. General Items

- a. Minutes for October 2018 were presented. Bill motioned the minutes be approved as read, Dixie seconded the motion. Motion was approved.
- b. There was no special correspondence to share with the Trustees.

- c. The monthly circulation report was presented - Traffic: down 10.5%; circulation: all items circulated totaled 4,277 (including 437 eBooks), book circulation was up 19.8%, media circulation was down 8.4%, eBook checkouts for this month was 12% of total book circulation, we circulated 735 items to partners and 141 items from other libraries; computers: internet use was down 3.2%, children's use was down 43.7%, wi-fi use was up 28.2%; patron cards: city registrations made up 65.9% of library users, county patrons 29.9% and non-resident registered patrons 4.2%. There were 45 tech assists in October.

3. New Business

- a. The City of Laurel is redesigning their website through Municode. We have the option of having a library mini-page on that site or continuing to maintain our own website with a click-through link on the City site.
- b. The CAO has asked for updated job descriptions to be completed and returned to him by December 21st. Trustees will review current descriptions, update as (and where) needed, and complete at next Board meeting.
- c. Annual statistics are due to the Montana State Library by November 30th, 2018. It may take a full day of inputting information but the statistics will be completed before the deadline.
- d. The number of requests for class tours and outreach opportunities has increased this year. There was some discussion about visiting the Head Start classes each week if time would allow for the time away from the library. There were 8 2nd grade classes that came for tours in November - 161 students with 10 adults.

4. Old Business

- a. The Book Sale will be Monday through Thursday - 9am to 7pm; Friday - 9am to 5pm; Saturday - 9am to 3pm. Clean up will start Monday morning after the sale. Books that are deemed to be unwanted/unsaleable will be given to other libraries or taken to Goodwill. We need more people to sign up to work the sale so library staff doesn't have to sit in the back room for longer than a few minutes at a time.
- b. Dixie and Arthur gave reports on the classes they attended at the Fall Workshop held in Billings in October.
- c. Nancy and Arthur attended the PLD/ASLD Fall Retreat at Chico Hot Springs in October. They shared some of the information they gleaned from the classes they attended.
- d. The library will be closed for both Christmas and New Year's Day. Since these holidays are on a Tuesday, the library will only be open partial days for the eves

of the holidays. Staff may take Christmas Eve and New Year's Eve as vacation if they would like. We only need a couple people to staff the library for part of the day.

5. Other Items

- a. Even though the budget process for the City hasn't started yet, it is time for the Board to start thinking about how they want to budget for next year's expenditures. This will also include per capita funds that may come available via Coal Severance Tax funds. Discussion followed about pay equity for library staff compared to other City employees and libraries around the state.
- b. Nancy would like to start holding a monthly staff meeting for library personnel. She has asked Board members to consider attending these meetings if their schedules would allow for attendance.
- c. Most of the library staff have an abundance of vacation time accumulated for the year. Dixie made a motion that excess vacation time be paid out to employees rather than having them lose it. Bill seconded the motion, motion passed. Nancy will share this information with the CAO/Mayor when the time is appropriate.

6. Announcements

- a. Next regular meeting is Tuesday, December 11, 2018 at 6:00 pm in the Community Room.

The Library Board adjourned at 07:24 PM.

Respectfully submitted,

Nancy L Schmidt
Secretary

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