

MINUTES
CITY OF LAUREL
Library Board
10/09/2018 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 09/11/2018.

COMMITTEE MEMBERS PRESENT:

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| <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 September 2018 were presented. Clair motioned the minutes be approved as read, Dixie seconded the motion. Motion was approved.
- b. The monthly circulation report was presented - traffic: up 3.9%; circulation: all items circulated totaled 3,891 (including 423 eBooks), book circulation was up

5.5%, media circulation was up 62.8%, eBook checkouts for this month was 12.7% of total book circulation, we circulated 607 items to partners and 84 items from other libraries; computers: internet use was up 6.7%, children's use was down 46.2%, wi-fi use was up 24.4%; patron cards: city registrations made up 60.7% of library users, county patrons 35.8% and non-resident registered patrons 3.4%. There were 77 tech assists in September.

3. New Business

- a. The Federation funds were received from the Montana State Library last week. These will be turned over to the clerk/treasurer for distribution to our 2880 and 7030 accounts. The total amount was \$6,433.48.
- b. Geralyn, Mike, Fred and Nancy have an abundance of vacation hours accumulated for the year. You will see each of them taking some vacation time off from work in October and November so they don't lose their accrued time.
- c. We are looking at scheduling the book sale for the last week in November, right after the Thanksgiving holiday. We will need people to help with the sale of books rather than the setup of tables.
- d. The library will be closed for these holidays: Thanksgiving - Thursday, November 22nd; Christmas Day - Tuesday, December 25th; New Year's - Tuesday, January 1st.
- e. Library statistics are due to the state library by November 30th.

4. Old Business

- a. Dixie, Clair and Nancy attended the Federation meeting in Stanford on Saturday, September 29th. Dixie reported on what she found the most informational about the meeting with added comments by Nancy. Clair was not available to share her thoughts.
- b. The Federation Coordinator's meeting was held online rather than in person this year. Tracy Cook was asking for more information to share with the Library Commission and the Legislators aside from what they already had been given.
- c. The PLD/ASLD Fall Retreat is being held at Chico Hot Springs Resort. Dixie, Arthur and Nancy are planning on attending. Registration starts at 10:00 am, expect to leave Laurel by 8:00am.
- d. The fall meeting for Montana Shared Catalog was held on October 4th via GoToMeeting. The cost increases were shared with all members. The Cost-Share Formula committee is trying to find an equitable way to continue the shared catalog without continued increases from the vendor.

- e. The Federation report has been completed, signed, and turned in to Helena for approval. The report will then be forwarded to the State Library Commission for comments.

5. Other Items

- a. Nancy will bring copies of job descriptions next month. The Director and Assistant Director job descriptions haven't been updated in over 10 years.
- b. There was a Partners meeting online on September 25th. There have been some issues with holds and crate deliveries that need some attention from State Library staff.

6. Announcements

- a. Next regular meeting: Tuesday, November 13, 2018

The Library Board adjourned at 07:10 PM, motioned by Dixie and seconded by Bill.

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.