MINUTES
CITY OF LAUREL
02/10/2026 06:04 PM
Laurel Public Library

COMMITTEE MEMBERS PRESENT:

Katie Fjelstad
X Kate Manley – Board Chair
X Nancy Schmidt, Secretary
X Clair Killebrew – Foundation Liaison
X Kay Wilcox
X Paige Farmer- online
X Mary Nelson

OTHERS PRESENT: None

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. The Minutes for January 2026 were presented for approval. Mary motioned that the minutes be corrected and approved, Kay seconded the motion. Motion passed.

   b. The Tuesday sewing group made $90.00 donation to the library. There was also a $55 donation made by the Thursday night Bunco group.

   c. Circulation Report – (compared to the same time period as last year) *Traffic*: down 5.7%; *circulation*: all items circulated totaled 4,752 (including 661 eBooks), book circulation was down 3.04%, media circulation was down 44.9%, eBook checkouts for this month was 14.98% of total book circulation, we circulated 1,311 items to partners and 371 items from other libraries; *computers*: internet use was 0.55%, children's use was up 176.5%, wi-fi use was down 15.7%; *patron cards*: city patrons make up 61.1% of our registered users, county is 29%, and state/out of county has 9.9% of our registered patrons. There were 58 tech assists in January.

3. Old Business

   a. The Collection Management Policy has been completely revised and is now ready for signatures from the library director and the board chair. Kate

Manley and Nancy Schmidt will sign, and date, the policy before it is posted to the website and added to the policy folder behind the circulation desk. The Materials Reconsideration Policy has also been completed. Final copies will be distributed to board members at the March meeting.

b. The Memorandum of Understanding between the Laurel Public Library Foundation and the Laurel Public Library Board of Trustees is also ready for signatures. This will also be included in the policy folder at the circulation desk and listed on the library website.

c. Library staff are currently looking at developing a video surveillance policy for review at the March board meeting.

d. The Outlook archives have arrived and seem to be taking up plenty of space. Eli and Mike have found a rail-type shelving solution for long-term storage. We will continue to look for affordable archival storage for the archives to help preserve them.

4. <u>New Business</u>

   a. Nancy sent an email to Mayor Waggoner and the City Attorney asking to hold a meeting about pursuing a mill levy. Board members stated that if we don't hear from anyone about arranging a meeting by the end of March, we may want to consider making a petition to place a mill levy on the November ballot.

   b. Library staff discussed storage options with the board members. It has come to our attention that we don't have enough property to build on to the current building. We could ask for a variance, but 10 feet still wouldn't really give us a lot of extra space. Jason Gonzales recommended that we purchase a Connex unit and place it in the parking lot or use storage off-site. Board members asked if we could use diagonal parking at the front of the library to help with the possible loss of parking space for patrons. Some research by library staff has found a rail-type shelving that may be for storing our archival items. This may take some more planning before we find a solution to our storage needs. Mary motioned, and Kay seconded, that Nancy be given the authority to research, purchase and install a storage shed/container for use at the library. The Foundation will provide funds for purchase of the shelving units.

   c. The Foundation will be providing three new shelving units for the fiction section of the library. The units have been ordered from the Montana State Correctional Enterprises. Once they are ready, we will install them in the main part of the library. We may be calling on volunteers to help remove books from shelves and reshelve them once the new bookshelves are in place.

5. Other Items
   a. Mass market paperbacks & children's books during the farmers market, etc. to promote the library. Maybe try to attend any community event to promote library membership. Kate will find out if there is any information that we need to have before we pursue this idea. Paige recommended that we make coloring bookmarks or coloring pages for the younger patrons in our community. The new library cards are very well liked by our patrons. We've had several patrons request that we change their cards to the new format.
   b. Our next book sale is April 27, 2026, through May 9, 2026. Kay suggested that we start advertising for the book sale in March so we can get the information out sooner rather than later so more people will know about the opportunity to purchase books. Board members mentioned that we should find more businesses to place flyers in or advertise through. Paige stated that she will ask about using the new community board on 1st St.

6. Announcements
   a. The next regular meeting is March 10th, 2026, at 6:00 pm.

Adjourned at 7:31 p.m.

Respectfully submitted,

Nancy L Schmidt

Nancy L Schmidt
Library Director
Secretary for the Board

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