**Three Forks Community Library**

**Meeting Minutes**

**February 7, 2024 @ 5:15 pm**

In attendance - Diane Althans, Kelly Gesker, Dee Foster, Saylor Heidmann, and Jaime Ewan (Library Director) who took notes.

Diane called the meeting to order.

A motion was made by Kelly to accept the January 10th meeting minutes with the correction of deleting Saylor from the list of attendees, 2nd by Dee, motion carried.

Jaime went over the budget reports with the Library Board.

Jaime gave a report from the Friends of the Library. They are working on their Articles of Incorporation.

The Trustees completed 15 minutes of continuing education. They watched the following videos from the Montana State Library’s YouTube Channel - Tips for Effective Meetings and MSL Manuals, Planning & Policy Resources.

Jaime went over the monthly statistics for January. The board discussed creating a new Facebook Page due to Meta Business not allowing the library to have complete control over their page. Jaime will set up a new Facebook page for the library.

The downstairs basement has been painted and the carpet cleaner will be coming on February 8th.

Jaime will be attending two upcoming trainings in Butte. Training for the Trustees will be available at both events. The board will look in to the training on April 17, 2024.

Jaime discussed the events from last month and upcoming events. The Library started a Crafternoon Class, it meets the 2nd and 4th Fridays from 2pm-4pm. Our Librarian, Laura Brewer led a crochet basics class that went very well. We held the following programs – Storytime, Middle School Book Club, Book Club, LEGO Club, and Chess Club.

The Three Forks City Council approved an ADA Entryway project for the library using HB 355 funding. Crystal Turner (City Clerk/Deputy Treasurer) started the application. We are waiting for construction bids. The library is responsible for funding 25% of the total project cost.

Kelly made a motion to accept the Library Card and Checkout Policy, 2nd by Dee, motion carried.

Jaime asked the board to select a new date for the March meeting due to the upcoming Federation Meeting in Butte.

Kelly made a motion to move the March meeting to March 6th at 5:15pm, 2nd by Dee, motion carried.

Meeting was adjourned at 6:00 by Saylor, 2nd by Dee, motion carried.

**The next board meeting was set for March 6, 2024 at 5:15 pm.**