

Three Forks Community Library Meeting Minutes

June 10, 2024 @ 5:15 pm

In attendance - Diane Althans, Saylor Heidmann, Kelly Gesker, Dee Foster, Cathy Elmore, Kelly Smith (City Treasurer/Deputy City Clerk), Laura Brewer (Library Assistant), and Jaime Ewan (Library Director) who took notes.

Diane called the meeting to order at 5:15pm.

A motion was made by Saylor to accept the May 15, 2024 meeting minutes as written, 2nd by Dee, motion carried.

Kelly Smith went over the budget reports for May 2024 and the County Library Budget Request FY25 form. She let the board know that excess funds could be moved to the Capital Improvement account. Kelly Smith left after this discussion.

Jaime went over the monthly statistics for May 2024 comparing them to May 2023. Over 800 more books were checked out this May than in May of 2023. Montana Library 2 Go (Libby) had 36 more users than this time last year.

The Co-Director position was posted internally on June 5, 2024. Laura Brewer applied for the position, and was interviewed June 10, 2024.

Jaime discussed the events from last month and upcoming events. We held the following programs - Storytime, Middle School Book Club, Book Club, the Summer Reading Program (SRP) and LEGO Club. We had a successful SRP kick-off event. The Forest Service went over fire safety and the kids got to meet Smokey Bear. We had over 60 patrons sign up of the Summer Reading Challenge. New this year, we have paired up with First Security Bank, Manhattan Bank and Opportunity Bank to raise money for a local non-profit in Three Forks. Every row of reading filled out on the Summer Reading Challenge sheet equals \$1 that will be donated to the Senior Center in town (up to \$700). Our goal is to have 200 patrons participate in the Summer Reading Challenge. The SRP runs through August 9, 2024.

The board was given a copy of the approved Bulletin Board Policy for their records.

Building/Equipment Updates - Premiere Electric replaced the lights and ballasts that were no longer working. The board would like to know how many more florescent lights need to be updated to LED bulbs. We will find a roofing company to access the roof and give us a bid for anything that needs to be repaired. This will be done in the start of FY25. Heath with Alpine Computing said that the "Card Catalog" computer will need to be replaced in the near future. We will have Heath order a replacement.

A motion was made by Kelly to lower the rent for the basement from \$1,600 to \$1,200 a month, 2nd by Saylor, motion carried.

The board signed the County Budget Request Form for FY25. Jaime will email the signed document to Gallatin County Financial Department.

There was a discussion on raising the base salary for new hires from \$12 an hour to \$14 an hour, increasing the wage for Marie while she is working maintenance hours and increasing wages for all employees.

A motion was made by Saylor to approve the increase in starting pay for new hires and to approve the raise in wages for all employees per the pay schedule that Jaime provided for FY25, 2nd by Kelly, motion carried.

The board would like Jaime to create a Pay Scale Policy for library employees by February 2025. This policy would be used for future raises starting in FY26.

New Business - A motion was made to offer Laura Brewer the Junior Co-Director position beginning July 15, 2024, 2nd by Saylor, motion carried.

A motion was made by Kelly to move all regular board meetings to the 2nd Tuesday of every month, 2nd by Cathy, motion carried.

Meeting was adjourned at 6:38 by Dee, 2nd by Saylor, motion carried.

The next board meeting was set for Tuesday, July 9, 2024 at 5:15 pm.