

Hearst Free Library Board of Trustees Meeting Minutes
November 6, 2023 – 10:00 A.M.
Hearst Free Library

Trustees Present: Maureen Parrow, Marsha Miller, Roberta Frank, Kurt Wyant
Library Staff Present: Sam Walters, Director
Trustees Absent with Excuse: Scott Swan,
Others Present: none

I. Call to Order

The meeting was called to order at 10:02 am.

II. Approval of Minutes

Trustee Marsha Miller moved to approve the Library Board of Trustees' meeting minutes for the October 2, 2023 meeting. Trustee Kurt Wyant seconded the motion, and it passed unanimously.

III. Director's Report

Director Walters reported that:

- The library continues to host or cosponsor regularly scheduled meetings and programs such as story time (on-site and off-site), High School Leadership Academy, coding club, etc.
- Chrissy Collins will partner with the library to provide free holiday photographs for the public. Set up at the library will begin at the end of November, and photos will be taken through December 5th. Each child who attends will also receive a treat bag and a small gift.
- The Friends of the Library will host the annual Christmas Tea event on December 10th.
- The Friends of the Library will hold the annual Chocolate, Wine, and Cheese fundraiser in February.
- He is waiting to learn if AARP representatives will provide free tax preparation at the library again this year.
- Library staff received a request from the WATCH program for materials and are putting together a box of items based on their restrictions.

IV. Financial Report

Director Walters reported that:

- The county administration recommended the library budget \$100,000 a year for capital improvements.
- He is waiting for a year-to-date budget expenditure report from the Anaconda-Deer Lodge County CFO's office.

There was general discussion regarding the budget and unexpected expenses.

V. Building Report

Director Walters reported that:

- The Montana Bureau of Weights and Measures is requiring a new test for the elevator certification of inspection. This test is now required to be conducted once every five years, and will cost \$3,400.
- He has compiled a list of building maintenance priorities including interior and exterior projects.

Trustee Wyant mentioned that he is expecting to hear back next week from a company concerning replacing the carpet on the first floor of the library. There was general discussion concerning library building maintenance.

VI. Unfinished Business

None

VII. New Business

125th Anniversary of the library and Phoebe Hearst's birthday

Director Walters reported that he had planned on holding a small celebration for Phoebe's birthday in December, there will be a lecture concerning the library's history in early January, and he will approach the Friends of the Library about ordering commemorative bookmarks. Trustee Wyant stated that he was in discussion with the ADLC historic preservation officer concerning additional events. There was general discussion concerning possible promotional opportunities such as a unique stamp through the United States Postal Service.

IX. Miscellaneous:

Trustee Wyant mentioned displaying holiday ornaments and decorations that were historically used in the library. There was general discussion concerning the holiday decorations and the library's historic artifacts.

X. Public Comment:

None

XII. Adjourn

The meeting adjourned at 10:35 am.

Respectfully Submitted By

Sam Walters

Sam Walters, Director and Board Secretary