**Jane B. Holmes**
**Helena Public Library**
**Board Meeting**

**Meeting Date:** February 27, 2025
**Submitted by:** Ginger Klein, Secretary
**Attendance:** P=Present  A=Absent
**Minutes Approved:**

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| P | Mr. Brian Peters, Chair | P | Mr. Dan Dearing (Library Director) |
| P | Mrs. Karen Scott | A | Mrs. Laura Joseph (City Council Representative) |
| P | Dr. Michelle Wilson | P | Ms. Nancy Farris |
| P | Mrs. Ginger Klein | P | Ms. Tracy Arnold (Library employee) |

The meeting was called to order at 4:30pm by Mr. Brian Peters. Mrs. Joseph was absent from the meeting. The remaining board members were present so there was a quorum.

Mr. Peters asked for any corrections or additions to the minutes from the January 16, 2025 meeting. No corrections/additions were noted. A motion was made by Mrs. Scott and seconded by Ms. Farris to approve the minutes as presented. All board members unanimously voted to approve the minutes from January 16, 2025.

**New Business:**

1. Mr. Dearing provided the Library Report. Key points from his report included:
    a. At the February 24, 2025 meeting, the Helena City Council concluded that they were not in favor of relocating the library to the third floor of the new city hall building.
    b. The non-fiction collection has been relocated to the former Alabama room. There is still some weeding of the collection that needs to be done and some signage work to complete. The move has helped to open up the fiction section and make it more robust by incorporating the fiction books that were previously kept in the Alabama room.

   c. The book sale held February 20th-22nd generated $1,045. Mr. Dearing said he appreciates the support of the citizens of Helena who helped to make it a success.
   d. State Representative Bedsole presented a $3,000 grant check to the library this week. The addition of furniture and shelving is complete so the funding will focus on purchasing books.
   e. Mr. Dearing presented an updated proposal for use of the grant money received from Senator Weaver. Previously it was decided to use $3,500 for shelving, $1,000 for small study tables, $2,500 for Presidents/States book sets, $2,500 for books throughout the library, and $500 for materials to process books. Mr. Dearing proposed using $6,000 from the grant to purchase the supplies for the planned StoryWalk. He stated that the $1,000 for tables had already been spent and they still planned to order the Presidents/States book sets for $2,500. The remaining $500 can be used to purchase books and/or materials for processing. The board members were in favor of the proposed changes. Mrs. Klein will make a slideshow to present to the city council at their next meeting to try to obtain permission to install the StoryWalk at Joe Tucker Park.

2. Mr. Dearing provided a Hoopla Update.
   a. Mr. Dearing reported that the monthly charges for Hoopla have continued to increase. The annual budget for Hoopla charges is $11,600 for an average monthly charge of approximately $966. The total charges for January 2025 were $946.75 which is close to the monthly allotment. He wanted to present options to consider if Hoopla charges continue to rise and surpass the budget. These options include: (1) Limiting patrons to three items per month instead of five. (2) Utilizing Hoopla's "budget cap" option where there is a daily budget and once it is met the system does not allow any more borrowing for the remainder of that day. (3) Limiting the offered content so that more expensive items are unavailable to the patrons. For now no changes will be made but the staff will continue to monitor charges and we can revisit the above options in the future if needed.

3. Foyer Posting Policy.
   a. Mr. Dearing reported that occasionally a member of the public will ask to post notices in the library foyer. He stated that the staff was unable to find an existing policy in place for the HPL so they proposed using Alabaster's policy as a boilerplate. Overall the policy appeared to work for our purposes but Dr. Wilson proposed adding a section regarding Social Media posting as well. Mr. Dearing indicated that he would make the

necessary revisions and forward the updated policy to the board for final approval in the coming weeks. Dr. Wilson made a motion to approve the tentative policy and Mrs. Klein seconded. The board voted unanimously to approve the policy with the proposed changes. Mr. Dearing indicated that all of the library's policies will be assembled in a binder and kept in a central location. A notice will be posted in the foyer directing patrons to talk to a staff member for approval before posting anything in the library. Any approved items will be initialed by a staff member before being posted.

4. By-Laws.
    a. Mr. Peters had a question regarding how to go about tying the by-laws into the city ordinance as suggested by Mrs. Joseph at the last HPL board meeting. Since Mrs. Joseph was not present at today's meeting it was decided to table the discussion until the next meeting.

**Old Business:**

1. Upcoming Board Meeting Dates.
    a. The remaining 2025 meetings are scheduled for May 8th, August 14th, and October 16th. All meetings will begin at 4:30pm.

2. No one from the public was present, so there were no public comments.

Mr. Peters asked for a motion to adjourn. A motion was made by Dr. Wilson to adjourn and was seconded by Ms. Scott. The HPL voted unanimously to adjourn the meeting at 5:38pm.