

**Bozeman Public Library Board of Trustees Regular Meeting
Library Board/Staff Conference Room
Bozeman Public Library
Wednesday, August 17, 2011
4:00 p.m.**

AGENDA

1. Call to Order
2. Minutes of the July 20, 2011 Board Meeting
3. Correspondence
4. Friends of the Library Report
5. Foundation Report
6. Director's Report
7. Items for Discussion/Action: FY2012 Budget Update; Non-MPEA Salary Adjustments; Library Director Search Update; Online Policies
8. Board Members' and City Reports
 - A. Report from Deputy Mayor Sean Becker
 - B. Report from City Manager Chris Kukulski
9. Public Comment
10. Adjournment

Library Board meetings are open to all members of the public. If you have a disability that requires assistance, please contact our ADA Coordinator, Pam Henley, at 582-2400.

**Bozeman Public Library Board of Trustees Regular Meeting
Library Board/Staff Conference Room
Bozeman Public Library
Wednesday, July 20, 2011
4:00 P.M.**

ATTENDANCE

Present: Trustees: Ron Farmer, Chair; George Cole; Judy Mathre; Jacki McGuire; Holly Brown; Chris Kukulski, City Manager; Paula Beswick, Foundation; Lois Dissly and Terri Dood, Acting Co-Directors. Guests: Collin Letts and Terry Karson, Bozeman Sculpture Park; Tom Clark; Tim McHarg and Doug Riley, City Planning; Brit Fontenot, City Director of Economic Development; James Goehring, City Superintendent of Facilities

CALL TO ORDER

The meeting was called to order at 4:02 p.m. by Chair Farmer.

APPROVAL OF MINUTES

Cole moved to accept the July 7, 2011 Special Library Board minutes and the June 15, 2011 Library Board Minutes, Mathre seconded, and they were approved unanimously.

**ITEM FOR DISCUSSION/ACTION:
CONSIDER A FORMAL
RECOMMENDATION TO THE
BOZEMAN CITY COMMISSION TO
APPROVE, CONDITIONALLY
APPROVE, OR DENY THE
PROPOSED CERTIFICATE OF SURVEY
INTENDED TO ALLOW A CHANGE IN
THE BOUNDARY LINE BETWEEN THE
LIBRARY PARCEL AND THE ADJACENT
HARRINGTON PARCEL AND ALLOW
A ONE-TIME TRANSFER OF A TRACT
TO EFFECT THAT CHANGE** **Action**

Chair Farmer changed the agenda to allow Tom Clark, realtor for the Harrington property, to ask that the Library Board approve realigning the property so the section of the Harrington building footprint which encroaches the Library property be included in the Harrington property and that a maintenance easement of 725 feet also be allowed. Brit Fontenot spoke in support of the proposal stating that it would allow the building to be sold and development of the South Wallace area to begin. Tim McHarg said that if the Board agreed, the next step would be to get City Commission approval of a subdivision exemption request and to draw up a separate document detailing the easement agreement. Cole moved that the easement and realignment be approved by the Board, Mathre seconded, and the motion was approved 3-0.

**ITEMS FOR DISCUSSION/ACTION:
BOZEMAN SCULPTURE PARK UPDATE
AND TOURISM INFRASTRUCTURE
INVESTMENT PROGRAM GRANT**

Farmer also changed the agenda to allow Collin Letts and Terry Karson of the Bozeman Sculpture Park to update the Board on the group's progress. Karson, curator for the 2011 Invitational, explained how the artists for the first show were selected; he also spoke briefly about each artist and displayed a picture of his/her work including some images of the sculptures which will be featured in the first show. Letts informed the Board that Rotherham Construction had donated all of the concrete and steel for the signs and pads while Sime Construction has donated the excavating and gravel for the nine sites which will be under construction next week. The catalog for the Invitational is being donated by Artcraft Printers. The sculptures will be on exhibit for one year. The group plans to have three invitational over the next 3 years adding three new pads each year. Each artist will receive \$2500 to cover the expense of installation and de-installation as well

as one lecture. The lecture series will begin September 2011 and run through June 2012 at the Library. Artists will be asked to contribute 25% of any sales to BSP. McGuire asked how complaints about the art would be dealt with and Dissly said they would be referred to the Art Committee which would make a recommendation to the Board. Fontenot spoke about a Tourism Infrastructure Investment Program (TIIP) grant that the City's grant writer, Kenneth Stocks, is helping BSP submit which could provide money for the next show and possibly the purchase of pieces from the shows. Kukulski said that if BSP does not wish to include permanent pieces in the Sculpture Park, they could be displayed on other City property. Dood said a packet of support documents for the grant was being submitted including a MOA (memorandum of agreement) between the City of Bozeman and the Bozeman Sculpture Park. She asked if the Board wanted to be mentioned in the MOA. Brown said there should be a paragraph in it that mentioned the original agreement between the Library Board and BSP. The Board agreed to have Farmer sign a letter of support for the grant.

CORRESPONDENCE

Dissly and Dood received public comments which included a thank you letter from the Montana Historical Society for a book donation. There were three suggestions from authors for the Library to purchase their books. Two individuals asked about the Library's ebook collection wondering why it was so small and if it would work with Kindles. An individual wanted to know if materials could be dropped off when the Library was closed. There was a complaint about the Library using taxpayer dollars to promote the gay lesbian lifestyle. A man, who spoke with Dissly, asked if the Library would consider providing a place for display of three dimensional artwork perhaps on the stairwell; he sent along copies of the wooden bowls he makes. A patron suggested a section for dvd/vhs of Montana actors and actresses. There were two comments about Playaways including a complaint that they do not work well and a request for instructions on how to use them. An individual who had recently had knee surgery asked if the handicapped spaces could be moved closer to the Library. Someone requested a stool for the self-check stations on the first floor. Another person recommended the Library purchase the dvd *Cedar Rapids*. A person asked that the no smoking rules be enforced. A man thanked staff for help in taking an online test. There were three incident reports. The first involved a woman who used paper to plug a toilet in the upstairs women's restroom. She was escorted out of the Library for the day by a police officer. Another involved an unidentified man making derogatory comments to an AWARE staff member and client. The last incident concerned a complaint from a patron about a man who he said smelled so bad that the patron couldn't be in the Computer Lab with him. The individual was told to leave and not return until he had cleaned up.

FRIENDS OF THE LIBRARY REPORT

Dissly reported the Friends had 335 boxes of books for the July used book sale, the most ever. Attendance was low but they still grossed \$9620. The Friends Board has hired a new accountant. Many bookkeeping duties will be handled by Jamie Johnston, Board Assistant, allowing for oversight review by the accountant. New board member, Sharyn Anhalt, was instrumental in getting the revised procedures in place.

FOUNDATION REPORT

Paula and Cindy have participated in the Summer Free Lunch program sponsored by the Gallatin Valley Food Bank which provides federally funded free lunch to all kids, everyday, at Centennial Park and MSU's SOB Barn. The Library conducts a story time each Wednesday at one or the other site. Jeanne organized and will manage the August Creative Workshops; signup began July 5 and most of them are already full. The next Day on the Green, July 31, will feature Pinky and the Floyds. The Jazz & More series continues to be popular. The Cuba presentation by Steve Hample and Loren Acton drew a crowd. The Library Foundation's sponsorship of Patricia Nell Warren as part of the Montana Pride Celebration was mentioned in an article in the *Los Angeles Times*. Members of the Montana Institute of Art have their work on display in the Lobby for the month and a few pieces have sold. The Art Committee met and selected five new displays for the upcoming year. Heeb's will be hosting a barbeque fundraising for the Library August 17. Marsha Karle will be displaying her art at Sola Café and 20% of proceeds from sales will go to the Library Foundation. Paula has been working with an Eagle Scout on the installation of a flagpole in the Atkins Memorial Grove, to be installed at the end of the summer. Plans for One Book – One Bozeman and Children's Festival of the Book are underway. Library Montana Project at Aspen Pointe will feature photographer Thomas Lee's "Faces of Wisdom" display. Beswick will be speaking to the Optimists Club on Thursday, July 28 and to the Bozeman Business and Professional Women group August 10. She will be attending the Pacific Northwest Library Association conference the first week in August. The Foundation Board will be meeting July 26 at 2:30 pm. Beswick and SharlaRae Stuber will be attending a seminar "Do We Need An Audit?" on July 27.

DIRECTOR'S REPORT

The June Statistical Report shows a total of 747,259 for circulation for FY11, the highest ever. Door traffic continued to be down but might be the result of the traffic counter not working properly. The year-end operating and maintenance budget was \$2, 573.54 in the red due to the expenses incurred by the Director's Search Committee. The Library roofing project has not been scheduled yet. Currently the plan is to replace the metal roof with a membrane roof and replace all of the skylights damaged by hail. If the Library needs to be closed for several days, we are tentatively planning for staff to work on special

projects and participate in training. We also hope that the meeting rooms will be available for meetings and programs that have already been scheduled. The sprinkler system has not been working properly but it has now been repaired. Dood and Katie Biehl worked with Jon Henderson, City GIS Manager, to create maps that show where our registered patrons live. This information can be used in a variety of ways including marketing and targeting services to geographical areas. Dood and Dissly have been meeting with members of the Bozeman Sculpture Park, Brit Fontenot, and Kenneth Stocks to prepare an application for Tourism Infrastructure Investment Program (TIIP) grant. Dood, Dissly, and Pam Henley have attended webinars about grants program information for a learning lab. The grant is sponsored through the Institute of Museum and Library and Library Services (IMLS) and the John D. and Catherine T. MacArthur Foundation. Dood, Dissly, Henley and Stocks are working to have the grant ready for submission by August 15. Dissly attended a webinar at the City about writing a social media policy. The Harry Potter Party on July 14 drew over 150 Hogwarts students who made homemade wands, played quidditch (until it rained), and attended their first potions class with Professor Snape (Bill McLaughlin from MSU Chemistry Dept.). It was a wild and fun time in the Children's Room. During the month of August, the Children's staff will not be doing the regular weekly programs, thanks to the Creative Workshops sponsored by the Library Foundation. This year we have 26 workshops and about two-thirds of them are full already. The Children's Festival of the Book will be held November 5 with author/illustrator David Shannon, author Liz Scanlon, and illustrator Marla Frazee visiting Bozeman this year. Sally Gerlach, a substitute library assistant hired primarily to help with children's programming, resigned her position effective August 31, 2011. The MPEA contract has been approved by their membership. A final draft of the contract is being reviewed and should be signed soon. Ron Farmer has been re-appointed to the Library Board of Trustees. His final term expiration date will be June 30, 2016.

**ITEMS FOR DISCUSSION/ACTION:
ANNUAL ELECTION OF OFFICERS;
LIBRARY DIRECTOR SEARCH COMMITTEE
UPDATE; NON-MPEA STAFF SALARY
ADJUSTMENTS**

Dissly and Dood explained that the new MPEA contract includes implementation of a salary survey resulting in a number of Library staff not receiving pay increases this FY. Previously, Non-MPEA staff members were given a cost of living increase similar to what MPEA members received. After discussion, the Board directed Dissly and Dood to provide further information at the next board meeting.

Mathre reported that three candidates had been invited to Bozeman to interview August 19, and she has heard back from two of the three that travel arrangements have been made. She will prepare a sign-up sheet for people interested in attending meals with each candidate. Candidates will be given tours of the building, meet with staff, and be interviewed by the Board. A public forum will be held from 4:30-6:00 pm. Ron Farmer and Jacki McGuire were nominated as chair and vice-chair

Action respectively. Mathre made a motion to elect the slate and Cole seconded. Approved 3-0.

BOARD MEMBERS' AND CITY REPORTS

James Goehring, reported that the insurance company and architect are working together to determine the responsibility for roof repairs. He estimates that the work will take two weeks but that the Library would only need to be closed 2-3 days and that work will begin in early September. He will give staff as much notice as possible.

City Manager Chris Kukulski informed the Board that additional budget cuts might be necessary. He and Financial Director Anna Rosenberry are compiling a list of them for consideration by the City Commission. Items from the Library's budget will include \$31,000 in CIP for a public speaker system, salary savings, and \$274,000 in personnel which was earmarked for the Library's Capital Reserve Fund. All three items are in the third tier of recommendations.

ADJOURNMENT

The meeting was adjourned at 6:25 p.m. The next meeting will be Wednesday, August 17, 2011 at 4:00 p.m. in the Library Board/Staff Conference Room.