

Bozeman Public Library Board of Trustees Regular Meeting
Library Board/Staff Conference Room
Bozeman Public Library
Wednesday, May 18, 2011
4:00 p.m.

AGENDA

1. Call to Order
2. Minutes of the February 9, 2011 Special Board Meeting; April 20, 2011 Regular Board Meeting
3. Correspondence
4. Friends of the Library Report
5. Foundation Report
6. Director's Report
7. Items for Discussion/Action: Bozeman Sculpture Park Donor Incentive Request; 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 adjacent Harrington parcel and allow a one-time transfer of a tract to effect that change; Library Policy Manual
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 (TDD 582-2301).

SPECIAL TRUSTEE MEETING OF THE CITY OF BOZEMAN PUBLIC LIBRARY

Location: Library Board Room

Wednesday, February 9th, 2011 4:10pm

Board of Trustees Members present: Ron Farmer, Holly Brown, Judy Mathre, Jacki McGuire. In attendance by phone was George Cole.

Also present was City Manager, Chris Kukulski.

Discussion Items: Report from the library search committee:

The **minimum qualifications** for the position of Library Director were discussed. The Search Committee had used a degree of MLIS and 7 years of increasing management experience as their minimum qualifications when evaluating whether or not a candidate would be considered as satisfying the minimum requirements.

An **overview of candidates** and their backgrounds was held.

A discussion of the possibility of using a "**Head Hunter**" to find candidates for the Library Director position was held. The expense is expected to be between \$7,500 and \$10,000 – the direct advertising costs are included in this figure.

Regarding the people who have already applied for the Library Director position – Pattie Berg is in the process of **writing letters** to them to let them know that the search process is being continued. The Board of Trustees is requesting that a copy of these letters be provided for review before they are mailed out.

With regards to identifying the funds needed to pay for the **costs of the "Head Hunter"**, the library co-directors said that approximately \$8,000 - \$10,000 will be available from now until 6/30/11 in the library budget due to not having to pay Alice's salary.

Judy made a motion to start the interview process for **hiring a head hunter**. The motion was approved.

More discussion was held about the **minimum qualifications** -- a MLIS or the equivalent? Can the successful candidate become certified later?

Judy will take with Pattie Berg about the letters.

Judy will talk with the State Library Association about certification.

The meeting adjourned at 5:05 p.m.

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

ATTENDANCE

Present: Trustees: Ron Farmer, Chair; George Cole; Judy Mathre; Jacki McGuire; Chris Kukulski, City Manager; Sean Becker, Deputy Mayor; Paula Beswick, Foundation; John Gallagher, Friends of the Library; Lois Dissly and Terri Dood, Acting Co-Directors. Guests: Mary Keefer and Nelda Zilis, Bozeman Sculpture Park; Sahara Devi.

CALL TO ORDER

The meeting was called to order at 4:01 p.m. by Chair Farmer.

APPROVAL OF MINUTES

Cole moved to accept the March 30, 2011 Special Library Board minutes, Mathre seconded, and they were approved unanimously. Cole moved to accept the March 16, 2011 Library Board Minutes, Mathre seconded, and they were approved unanimously.

PUBLIC COMMENT

Chair Farmer changed the agenda to allow for public comment by Sahara Devi. Devi commented on the condition of the public bulletin board which she described as currently a "horrible mess" and "almost useless." She encouraged the Library to make changes to the policy so the space would be more useful. She suggested limiting the size to 8 1/2 x 11, requiring a date, and removing items that have been posted on top of others. She also commented on her appreciation for the art shows in the lobby, but she feels the quarterly time period is too long and denies opportunities for other artists. Paula Beswick responded by saying currently artists have their shows up for 2 or 3 months, depending on the show, time of the year, and artist availability. In addition, there are also three one-month shows: Montana Institute of Artists in July, Sweet Pea in August, and One Book – One Bozeman in September.

CORRESPONDENCE

Dissly and Dood received public comments which included a request to chronologically label novels in series. Another questioned why individuals are allowed to tie up the listening stations every day. Two suggestions commented on use of cell phones in the Library. One suggestion requested prominent no smoking signs outside the building and enforcement of the no smoking policy. There was a request for a stool for kids in the family bathroom, and a report of a loose toilet seat in the men's restroom on the 2nd floor. There was a request for a movie about gods and goddesses and another for books by Emily Griffin. A patron thanked the

Library for all of the books about sports, and another patron wants to "keep the library how it is—awesome!" Dood received an email from a patron who lived in Bozeman for two months and appreciated the privilege of being able to use the library. Dood also received an email from a patron who recommended Bound Like Grass for a book club kit and reported that her book club unanimously disliked Freedom. Jennifer Flinn, a part-time library aide II staff member, submitted her letter of resignation, effective May 22nd. The American Red Cross thanked the Library for its partnership after we agreed to provide a volunteer opportunity for a Red Cross client. A patron corresponded with the Library Board about his concerns related to the change of the pickup location of interlibrary loan materials from the first floor near the on shelf holds to the second floor behind the reference desk. Dood explained the rationale behind making the change was to reduce theft, to protect patron privacy, and to house the items closer to the reference desk which would make additional interlibrary loan transactions more convenient. The patron suggested keeping the items behind the circulation desk would serve the same purpose and be quicker and more convenient for the patrons.

FRIENDS OF THE LIBRARY REPORT

Gallagher reported the addition of several new members on the Friends Board including Sharyn Anhalt, Priscilla Dolan and Julie Herget. Jamie Johnston has been hired as the part-time assistant. The used book sale in March was tremendously successful due in part to Amanda Ricker's timely article in the Bozeman Daily Chronicle. At the meeting on April 11, Library Staff requested funding for 18 projects. Friends agreed to fund 8 projects and will consider more at the next meeting on May 23.

FOUNDATION REPORT

The Cornerstone Celebration on April 16 was a great success. Al Kesselheim was the 2011 recipient of the Cornerstone Award. There is an SAT writing workshop on April 20 and a college prep workshop on April 27. Exploring the Arts featured the Duplikates on April 18. "Without Words," the documentary of the MSU Orchestra's Asian tour, will be featured on May 16. In conjunction with Montana Law Day, the Library will host an informational law session on Tuesday, May 3 with local attorneys providing their expertise on a variety of relevant legal topics. Borders Books donated many boxes of books just prior to closing. The Foundation will host Patricia Nell Warren on June 18 as part of the Pride Celebration. Project Wet installed the One World, One Water sculpture, and programming is being developed around a water theme. Beswick will be joining the Gallatin Art Crossing Board. She is also assisting with the facilitation of the Library Grounds Master Plan community forum. New Foundation Board members include Gary Bishop and Loren Acton.

DIRECTOR'S REPORT

FY2011 budget showed 35.45 per cent remaining with 17% of the year remaining. March statistics showed a continued increase in circulation, but as Cole noted, a decrease in door traffic. There were two incidents. One involved a person taking photographs of a student during a tutoring session. The other involved complaints about a person sitting near the west entrance of the library gesturing wildly and speaking loudly. Dood and Dissly presented the FY12 budget requests to City management staff on April 1. Dood attended the Gallatin Libraries meeting on April 6 with Ed Blackman, Gallatin County financial director. Approximately \$35,000 will be allotted to the public libraries in Gallatin County for capital expenditures. The group will meet on May 5 to discuss how to divide the money and finalize requests. Eleven applications were received from photographers responding to the Library's request for photographic services. One photographer has offered to do a photo shoot for the Library free of charge. Russell Dailey, a Sirsi/Dynix representative, met with Library staff on March 22. Jennifer Flinn submitted a letter of resignation. As part of National Library Week, April 10-16, Food for Fines brought in 436 pounds of food for the Food Bank and cleared up \$451.99 in fines. New patrons were given coupons for coffee and pens, and staff received free chair massages from Christina Skarka and a free beverage at the Lindley Perk. Poetry Night drew 90 people. A Run for the Earth Race began and ended at the Library in celebration of Earth Day on April 17. Ten staff members attended the annual Montana Library Association Conference in Billings on April 6-9. The Library received a Certificate of Award from the Montana State Library for fulfilling all criteria for the 2010 Collection Management Honor Roll. The Library was actively involved in Screen Free Week April 17-23. A Celebration Sleepover for families who "survived" a week without screens will be held on Friday, June 3. Christin attended a School Readiness Summit in Helena on April 18 and 19 as part of the team from Bozeman. She also recently attended the annual meeting of the summer reading program in Arizona. The *One World, One Water* sculpture was installed in the traffic circle on April 12. Gail MacMillan attended the monthly Interagency Council meeting on April 12. The Bozeman Sculpture Park has an informational display near the entrance to the Library. The Cornerstone Celebration was held April 15, and Al Kesselheim was the 2011 recipient of the Cornerstone Award. The Library received several boxes of books from a local bookstore that was going out of business. One of the Library's Experience Works clients was transferred to another worksite in Bozeman.

ITEMS FOR DISCUSSION/ACTION: BOZEMAN SCULPTURE PARK UPDATE; FY2011-12 HOLIDAY SCHEDULE; VOLUNTEER POLICY; INTERNET POLICY; SOCIAL MEDIA POLICY; LOST AND FOUND POLICY

Mary Keefer and Nelda Zilis, representatives from Bozeman Sculpture Park, updated the Library Board on the progress of the Bozeman Sculpture Park. Nine sculptors from the central to eastern part of Montana have accepted invitations for the 2011 Montana Invitational. The sculptures will be integrated along the Main Street to Mountains Trail near the Library in sites approved by the City. Terry Karson is the curator, and

Ellen Ornitz is assisting with the educational component. There will be a monthly series of talks by the sculptors. The Bozeman Sculpture Park Board is currently pursuing insurance policies. An August 27 grand opening has been scheduled. The Board is currently fundraising. Rotherham Construction has donated material for the pedestal, and Pacific Steel has donated steel for plaques, a donor wall, and rebar. Cole asked if any of the sculptures would become permanent and if they would be available to purchase. The sculptures for the 2011 Montana Invitational will be on display for one year. They will be available for private purchase and also available to be purchased and donated to the Bozeman Sculpture Park as part of the permanent exhibit.

Dissly introduced Gail MacMillan who is the Library's volunteer coordinator. Currently the Library has about 50 volunteers. MacMillan has been reviewing the Volunteer Policy and asked for direction particularly on whether background check should be required for volunteers. There was discussion about requiring a background check especially for volunteers working directly with children. MacMillan was directed to research what other libraries are doing with volunteer background checks. The FY2012 Library Holiday Schedule was presented. Cole moved to adopt the FY2012 Library Holiday Schedule as presented. Mathre seconded, and the motion passed 3-0. A revision to the Internet Policy that includes the wireless network as well as mention of the Copyright Law was presented. McGuire moved to adopt the revised policy as presented. Mathre seconded, and the motion passed 3-0. A Social Networking Policy was presented. Cole moved to adopt the policy as presented. McGuire seconded, and the motion passed 3-0. A Lost and Found Policy was presented. Cole moved to adopt the Lost and Found Policy. Mathre seconded, and the motion passed 3-0.

Action

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BOARD MEMBERS' AND CITY REPORTS

McGuire requested that we start putting the meeting agendas on the website for ease of historical reference. Applications for the Library Director position are due to Hartzell-Mika Consulting, the headhunting firm, on May 13. Cole asked if the people who applied the first round but did not meet minimum qualifications had been notified, and Mathre said they had. He also inquired if an ad had been placed in the Billings Gazette and was told by Mathre that the position had not been advertised in the Gazette. Cole restated that he thought local and regional advertising was important. Kukulski announced that \$800,000 needed to be cut citywide from the FY2012 budget requests. He asked City Departments to make voluntary first round cuts.

ADJOURNMENT

The meeting was adjourned at 5:55. The next meeting will be Wednesday, May 18, 2011 at 4:00 p.m. in the Library/Board Staff Conference Room.