

**Bozeman Public Library Board of Trustees Regular Meeting**  
**Library Board/Staff Conference Room**  
**Bozeman Public Library**  
**Wednesday, April 15, 2009**  
**4:00 P.M.**

**ATTENDANCE**

Trustees: Ron Farmer, Chair; Holly Brown; Judy Mathre; Lois Dissly and Terri Dood, Staff; and Alice Meister, Director. Guests: MSU Professor and Reference Librarian Jan Zauha; MSU Student Intern Hannah Vidrich; and City Manager Chris Kukulski.

**CALL TO ORDER**

The meeting was called to order at 4:08 p.m. by Chair Farmer.

**ITEM FOR DISCUSSION:  
INTERN REPORT**

Chair Farmer introduced Zauha and Vidrich; Zauha explained the internship program. Vidrich is a MSU senior who is interested in a career in library and information science. She worked approximately eight hours a week at the public library, first spending a week in each department and then deciding to concentrate on a project associated with special collections since she has an interest in that field. Dood had seen a pamphlet from the Spokane Public Library on researching historic homes and suggested Vidrich do a similar one for Bozeman. She attended a workshop given by MSU Special Collections Librarian Kim Allen Scott who suggested starting to research at the Courthouse. Vidrich picked the Benepe house at 201 S. 3<sup>rd</sup> and traced its history to the present, first by using Polk city directories and other reference materials. She was able to use a GIS web site and scale down an appropriate map to put into the 11x17" brochure. She will present her project to both the libraries' reference departments on May 7 and 8. The Trustees thanked her for her work, saying that it was a worthwhile project. Zauha noted that the brochure was not just for historic homes but for any home. Both left the meeting at 4:21 p.m.

**APPROVAL OF MINUTES**

Brown moved to approve the March 18, 2009 Library Board minutes; Mathre seconded; and the motion passed 3-0.

**CORRESPONDENCE**

Meister received public comments which included several requests to purchase particular titles (usually written by the person submitting the request). Another asked to use her alternate ID when accessing her account; Dissly made the change possible and the patron was very appreciative. A patron was upset when s/he could not renew books online when library generated e-mails said that this was possible. Dissly responded that changes would be made so that renewals could be made online and the corresponding tutorial updated. An individual suggested that the Library expand its hours and requested a drive-up book return. Meister responded that due to funding, the Library is unable to expand its hours at present. Also due to staffing and funding problems, the drive-up book return would be expensive as well as difficult to maintain as it would have to be in the west circle. Another patron requested a drive-up book return while a different individual wanted a book return at the west end of town, again difficult due to lack of funds and staff. A person complimented the new design of the website saying that "it is clean, professional, and much more user-friendly than the old one." A MSU librarian also complimented Dissly on the new web site launch and said that several MSU reference librarians were very positive

about it. A patron wanted to know why he was required to enter his personal e-mail address in order to access the wireless network, as he felt it was a “violation of his privacy and a sad response to those property owners who support this library.” Dissly responded that no address was required until recently, and she was uncertain why it was being required at present and how it was being used by the City. A patron can enter any e-mail address, not just his or her personal one. Dissly will check with the City IT Department for answers to these questions. The idea of doing a “living library” program as suggested by a comment was discussed; the patron “borrows” individuals who represent stereotypes who often are the target of prejudice or hatred and visits with them in order to break down preconceived ideas. Such a program might be possible when the Foundation adds another programming staff member. A patron requested purchasing a DVD filmed in Montana along with other DVD recommendations. An individual was concerned that the bar codes on audio books not be placed over the synopsis of the item, but until the Library changes to RFID, the bar codes have to be placed in specific locations on the materials. Another person requested that the DVDs be shelved with the titles facing out and organized by genres. A person felt the Library has terrible hours and that its search program is “awful and needs significant improvement.” A patron loves the Library but asked about putting a clock in the quiet area behind the Computer Lab so that people would not lose track of time. An individual sent a copy of a letter she sent to the Commission about dogs in the parks where she recommended the April 26<sup>th</sup> class on “Canine Trail Etiquette” to be held at the Library. An individual from Salt Lake City asked to present two Falun Dafa meditation classes at the Library and was pleased that she was allowed to do so. Cindy Christin received notification that the Children’s Library was selected to participate in a 2012 NASA Lunar Science Institute grant to develop materials and identify resources for library programs for children ages 8 to 13. State Librarian Darlene Staffeldt wrote to say that House Bill 61 was approved and that the Montana State Library (MSL) and library community will now move forward on the next steps for resource sharing with Montana libraries. Staffeldt also sent an e-mail to let librarians know that the MSL has made attempts to keep libraries and library users’ needs on the list of stimulus fundable projects. MSL believes that a possible partnership exists between Montana Job Service Centers and local libraries to help provide training and resources for individuals seeking jobs. Money was also requested to digitize Montana’s state publications. A student who observed the reference staff for a class assignment sent a thank you. The Greater Gallatin Watershed Council sent a thank you for a stormwater tour at the Library. A patron sent a check-out receipt from another library, which showed the savings the individual received by checking out materials rather than purchasing them, and suggested that Bozeman Public Library do the same. An individual who proposed teaching computer language classes in the Library’s Computer Lab was concerned when his request was rejected due to lack of demand for such classes as well as the need for administrative privileges from the City IT Department and concerns that the classes could jeopardize the IT system. Before Meister could speak with him, he claimed that there is a gender bias in the Library’s hiring process due to the fact that all personnel are currently women. He requested information from the Library and the City’s Human Resources Department about these practices. In his April 14<sup>th</sup> e-mail this

individual said that he is no longer going to attempt to use the Library's computer training facility but would be using various channels to explain why the Library is not going to offer free training in programming using Ruby, RubyOnRails, HTML, Graphic Design, content streaming and networking, Web Analytics, SEO/SEM and other skills. He sent an e-mail suggesting that individuals request these classes if they are interested, and several did so. He also suggested that he be provided an e-mail address through which to communicate with the Board of Trustees, which is being done.

## **FRIENDS OF THE LIBRARY REPORT**

The Friends made \$10,543 at their March book sale and thanked volunteers for their help. The Friends are providing start-up funds for MontanaLibrary2Go ( a downloadable audio book service), which will start May 4. Training is currently underway, and the new laptop and LCD projector in the Board Room--provided by the Friends--have proven extremely helpful. The Friends also sponsored the E.O. Wilson event on April 10, where entomologist/author Wilson spoke and then autographed six of his books with approximately 80 people in attendance. The Friends are also helping to co-sponsor the Library Museum Pass, which will begin around mid-May. Their next meeting is April 20 at 6:15 p.m.

## **FOUNDATION REPORT**

A written report and list of upcoming events were distributed as Beswick was at Leadership Bozeman. The *Cornerstone Celebration: Honoring Arts & Ideas* is the Foundation's fundraiser scheduled for April 18 to coincide with National Library Week. Local authors, artists, musicians, and other talent have been secured for the day's readings and evening's \$75 ticketed event. Mary Jane DiSanti will receive the first-ever Cornerstone Award for her significant contributions to Bozeman's literary community. That same day there will be a \$30 private lunch with Christopher Paolini. The next *Exploring the Arts* program is April 20 with music by White Sage celebrating Earth Day. There will be a photographic exhibit scheduled for May-July with an opening reception scheduled for May 8. The Gallatin Valley Forum radio series is scheduled for April 29 with Dr. Joe Shaw discussing night light pollution and cutting-edge laser optics technology. Jack Horner's program was excellent with 115 people attending. The radio formatted version will be out soon. Several stations have committed to air the first program on civil discourse, and George Cole will be working on securing Horner's program. April 22 and May 20 have been set for the next two SAT essay writing workshops with Tom Zuzulock. Beswick is traveling to Kalispell to present a panel discussion on library foundations at the Montana Library Association (MLA) conference on April 22. Joining her will be Leslie Modrow, development director for Parmly Billings Public Library, and Stewart Harvey, foundation director for Flathead County Library System. Sarah Glover asked Beswick to join her to help lead a break-out session at MSU's Rural Community Conference on May 12-13 on One Book-One Bozeman and relationship building through the community reading program. All 30 copies and one book group kit of *The Soloist* by Steve Lopez, which is this year's selection, have been checked out. Check [www.onebookonebozeman.org](http://www.onebookonebozeman.org) for further information about this collaboration with MSU and the community

calendar of events. Beswick has been working with community health workers on the Women's Health Fair scheduled for May 12 and the Men's Health Fair scheduled for June 16, both to be held in the Library Community Room. The next Foundation Board meeting is April 30 at 8:30 a.m.

## **DIRECTOR'S REPORT**

Meister noted that the March statistical report showed a 5.41% increase in circulation along with a 72.73% increase in adult programs and a 69% increase in attendance. There is a 8% increase in door traffic. Website visits have increased 24.65% , and holds placed on materials is up nearly 17%. At 79% of the fiscal year completed, the Library has 32.32% left in its budget. This week of April 12-18 is National Library Week with a theme of "Worlds Connect@ Your Library." On April 10 E.O. Wilson appeared at the Library, and on April 13 Aladdin Elaasar spoke about Egyptian President Mubarak as documented in his book *The Last Pharaoh*. On April 14 Ben Donatelle presented a slideshow on Patagonia and Antarctica, and on April 17 Greg Pape, Montana's second Poet Laureate, will be presenting a poetry reading at the Library starting with a reception at 6:30 p.m. On April 18 Amira Mortenson will read from her book *Listen to the Wind: The Story of Dr. Greg and Three Cups of Tea*. Christopher Paolini will give a program at 2 p.m. that day. Food for fines is being accepted this week to benefit the Food Bank. The VITA (Volunteer Income Tax Assistance) volunteers just concluded their series of Tuesday tax help sessions. This is an invaluable partnership between the Library and VITA. Eleven people from the Library will travel to Kalispell for the Montana Library Association Conference to be held from April 22-25. The MLA Conference will be held in Bozeman next year from April 7-10. The last of three genealogy classes will be held on April 18 at 8:30 a.m. Headwaters Library Association, which welcomes all people who have a special interest in area libraries in Gallatin, Madison, and Park Counties, invites everyone to its 25<sup>th</sup> anniversary celebration on May 15 at 6:30 p.m. here at the Library. On May 7-8 this Library will host approximately 100 librarians for the semiannual Montana Shared Catalog meeting. April 19-25 is National Volunteer Week, and the Library thanks its 48 adult volunteers and 12 teen volunteers who donate over 150 hours per week. Thanks go out to the Trustees for their invaluable help. April 20-26 is Screen-Free Week, and the Library is one of many organizations offering special programs. That week there will be four after-school programs culminating with a sleepover at the Library to be scheduled later. The Gallatin Historical Society and Pioneer Museum will be exhibiting photos in the Community Room for an indefinite period of time. June Safford's grain elevator paintings are in the Conference Room. An incident revolved around several young boys who were riding their bicycles in the lobby. A patron who was nearly hit complained to the boys, who swore at her. The boys had left the building by the time the complaint was filed. Meister also said that a patron had called to complain about being harassed on April 15 when the tax protestors met in the Library lobby. She mentioned that people were smoking outside the north front door. When Meister asked an individual to stop smoking, he complied, but another person confronted her, swore at her, and said he would continue to smoke.

**ITEMS FOR DISCUSSION:  
INTERLIBRARY LOAN AND  
MONTANA ROOM POLICIES;  
STRATEGIC PLAN**

**Action**

**Action**

Dood explained that the Interlibrary Loan (ILL) policy currently allows 10 active ILL requests per patron at one time; active requests means a total of requests submitted and requests received. The request is to change the number to 5 per patron. Reasons for this request are due to the increasing number of ILL loans due to the economy and the fact they are free. Each patron is now requesting more, especially DVDs. More staff is involved as well as the cost of materials such as envelopes, mailers, tape, and postage which is to increase in May. The Library budget needs to be reduced, and current ILL staff hours are inadequate, even with the use of temporary help. This reduction in the number of active requests is more in line with other library policies around the state. At present there has been an 18% increase in the total number of ILL transactions, which continues to grow, which translates into 150 transactions per month. The change in policy is to allow the loan of some audio-visual materials, as currently the Library can borrow audio-visual materials but does not loan. Mathre moved to accept the reduction of active Interlibrary Loan requests from 10 to 5 per patron and to allow the loan of some audio-visual materials; Brown seconded; and the motion passed 3-0. Dood then explained that she had revisited the Montana Room policy in preparation for a presentation she was giving at MLA. She wants to change the policy so that the Montana Room Collection is not limited to any one format. She also wanted to say that the writings of local authors on non-Montana subjects or self-published books are added at the discretion of the staff. She changed the last paragraph to say that the Library reserves the right to deaccession materials no longer appropriate to the collection. There is also a Statement of Gift Form which has been added. Brown moved to accept these changes to the Montana Room policy and the Statement of Gift Form; Mathre seconded; and the motion passed 3-0. Chair Farmer suggested that the Trustees have more time to address the Strategic Plan, so it will be put on the agenda for the next meeting.

**BOARD MEMBER'S AND  
CITY REPRESENTATIVE'S  
REPORTS**

There was none.

**PUBLIC COMMENT**

There was none.

**EXECUTIVE SESSION RE:  
DIRECTOR'S  
PERFORMANCE APPRAISAL**

Chair Farmer stated that he was closing the meeting to conduct the annual performance appraisal of the Library Director pursuant to Section 2-3-203(3), Montana Code Annotated. The open meeting was closed at 5:29 p.m.

Chair Farmer reconvened the open meeting at 5:31 p.m.

**ADJOURNMENT**

The meeting was adjourned 5:36 p.m. The next regular Library Board meeting is scheduled for Wednesday, May 20, 2009.







