Bozeman Public Library Board of Trustees Regular Meeting
Bozeman Public Library—Staff/Board Room
Wednesday, December 18, 2013
Minutes

Attendance  Present:  Board Chair Ron Farmer; Trustees Judy Mathre, Jacki McGuire, John Gallagher; Bozeman Public Library (BPL) Director Susan Gregory; BPL Department Heads Terri Dood, Lois Dissly; BPL Foundation Director Paula Beswick; City Superintendent of Facilities James Goehring; City Director of Economic Development Brit Fontenot; Deputy City Clerk Aimee Brunckhorst; City Economic Development Specialist David Fine; and Friends President David House

Call to Order  The meeting was called to order by Board Chair Ron Farmer at 3:02 p.m.

Approval of the Minutes  Trustee Jacki McGuire moved that the minutes of the November 20, 2013 meeting be approved. Trustee John Gallagher seconded the motion. The Board voted unanimously to approve the minutes.

Correspondence  BPL Director Susan Gregory shared correspondence from Library patrons. Carmen Clark had a conversation with a patron about the lack of usability of the online catalog. The patron requested that Carmen inform someone who might be able to take this into consideration when making decisions for the future. Susan will share this information at the next Montana Shared Catalog membership meeting. A patron wrote a compliment about the assistance she received at Computer Services. Shari Curtis was working at the time. Another patron commented that the National Geographic magazine regularly disappears. A patron requested Portuguese language library materials. Someone requested that the smoke free policy be enforced. Susan suggested this may be a signage issue. Paula reported that she requested no smoking signage around her benches months ago, and they have not yet been installed. Someone wrote a note saying that the use of cell phones is ruining the Library experience. We do have several signs that say polite cell phone usage is permitted and ask that patrons silence their ringers, use soft voices and have short conversations. Susan proposed that we start asking patrons to use their cell phones in the lobby.

Director’s and Staff Reports  BPL Director Susan Gregory stated that the budget is at 58.67% with 50% of the year remaining. Gregory discussed the monthly statistics: circulation is up 6.9% and door traffic up 8.26%. The majority of the staff has completed ethics training which is required by the City. Christmas Stroll activities were a success with 605 people attending. The Lindley Perk sold hot chocolate in the lobby. Interviews have been held for the 30 hour Circulation position. The P.I.E. committee has been working on the staff Christmas party which will be held at the Story Mansion.

Pedestrian Access  City Director of Economic Development Brit Fontenot gave an update on the plans for improved pedestrian access for the Library. Fontenot stated that the rehabilitation of the Harrington building property gives us an opportunity to break down barriers to pedestrian access and create a mid-lot crossing for pedestrians at the same time. The owner is concerned with liability issues that are associated with an open gate but if he grants a public access easement the liability would be transferred to the City. No gate would be necessary. Plans continue to move forward. Some discussion occurred about an additional sidewalk on the west side of the parking lot being installed and an additional parking lot crossing to the north which would involve losing more parking spots. Someone asked a question about
what a public access easement means. Fontenot stated that a public access easement means that the owner gives up the rights to control that section of property and cannot deny public access to it.

**City Superintendent of Facilities Report**  
James Goehrun stated that he is trying to keep up with the snow removal, there have been no additional roof leaks reported, and the bird is still flying around. "No Smoking" signs have been purchased and will be installed soon around the Library property.

**Friends Report**  
Friends President David House stated that the last book sale was the best ever and that the amount and quality of donated books is truly amazing. Over $16,000 was raised but it takes a lot of work. A question was asked about what happens to the left over books. House stated that an online bookseller buys the leftovers. The Friends will be doing gift wrapping at Barnes and Noble on Sunday. The Annual Friends meeting will be held on January 23.

**Foundation Report**  
Library Foundation Director Paula Beswick presented an update of her activities including:

- Sarah designed the Foundation’s Christmas cards that were mailed out to donors.
- Sarah contacted Ace Owenhouse and got a Christmas tree donated to the Library
- The annual appeal letter has been sent out with multiple options for giving to the Foundation
- The wrapping of the trash cans and electrical boxes has begun
- The Foundation Board created job descriptions for a Advocacy Committee, a Nominating Committee, a Capital Campaign Planning Committee, and a Capital Campaign Steering Committee
- The Foundation is gathering names for new board members and committee members
- Annual program wrap-up: 120 programs with 10,298 attendees

**Ethics Training**  
Deputy City Clerk Aimee Brunckhorst conducted a mandatory training session for the Library Board on ethics. Brunckhorst handed out the City’s Ethics Handbook and explained the changes.

**Adjournment**  
There being no further business, Board Chair Ron Farmer adjourned the meeting at 5:20 p.m.