

Bozeman Public Library Board of Trustees Regular Meeting
Library Board/Staff Conference Room
Bozeman Public Library
Wednesday, December 15, 2010
4:00 P.M.

ATTENDANCE

Present: Trustees: Ron Farmer, Chair; Holly Brown; George Cole; Judy Mathre; Jacki McGuire; Paula Beswick, Foundation; Chris Kukulski, City Manager; Lois Dissly and Terri Dood, Staff; and Alice Meister, Director. Guests: Sid Bush, City Facilities; Allyson Bristor, City Planner II; Greg Sullivan, City Attorney; and Brendan Steele, City Information Technology Director.

CALL TO ORDER

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

APPROVAL OF MINUTES

McGuire moved to accept the November 17, 2010 Library Board minutes, Mathre seconded, and they were approved unanimously.

CORRESPONDENCE

Meister received public comments which included one from a person who felt that the e-book login page should request the card number rather than the patron's name. Another person suggested that the Library purchase Wii games for checkout. A patron suggested an article in the newsletter letting patrons know they can indicate via a note that a returned item such as a DVD does not work so that staff can take appropriate steps to fix the damaged item. Someone commented that the recording stops when there is static, and it is difficult to find the same page when that happens. Someone requested free pizza and drinks. An individual requested a greeting card composition class. Someone wanted *Doctor Who* DVDs and books. An individual wrote to thank the Library for the use of the small conference room and noted "What an asset to the community! The staff was helpful and friendly while the room was convenient and clean." The Sales Director of BookLetters software wrote to compliment Dissly and Katie Chambers Lowder on their work with the software and felt they were doing great things. An individual complained that the red dots put on books this past spring to indicate that they had been tagged stained her furniture; however, permanent red markers were used so it is difficult to understand how that happened. A woman felt that the Library's web site was a great source of information and suggested more information to add to the page. The Montana Institute of Arts sent a thank you for allowing their group to display their artwork on an annual basis. A job applicant praised Kari Grimm and Ginny Cowan for their service ethic in her application supplement. Meister submitted her letter of resignation effective December 31, 2010.

FRIENDS OF THE LIBRARY REPORT

Meister reported that the Friends Fall used book sale was a success garnering a profit of \$7903.44. A part-time contract position was discussed at the November 30 meeting, as the goal is to find someone to help with various responsibilities. The 2011 budget is being assembled, since the Friends are on a calendar year. Bruce McLeod has agreed to be a legislative liaison in order to help with the Montana Library Association legislation (Montana Library Legislative Day is scheduled for January 18 in Helena at the State Library.) The Friends agreed to purchase Optimal Resume software; however, Dood just found out that not enough statewide libraries agreed to purchase the

software so the contact was canceled. It is hoped that the money could be used to help with the language software cost. Artist Vicki Fish is donating 10% of the proceeds from her art show at tartoo Gallery to the Friends. Their next meeting is scheduled for January 4 at 6:15 p.m.

FOUNDATION REPORT

Beswick reported that the end-of-year appeal letter has been sent, and already she was receiving good returns. She and Kim Center have been working on the 2011 budget; she has been very pleased with Center's bookkeeping skills. There is a December 17 Board meeting where policies regarding gift acceptance, planned giving, and investment will be discussed. A potential new Board member will attend, and another one has been contacted regarding his interest. The Christmas Stroll was a great success with over 1,000 people in attendance. Tuesday yoga remains popular with 35 people at one session. She has booked the "Exploring the Arts" events into 2011 and is currently working on three large projects: the 1961 Literacy Campaign in Cuba; an author appearance by Joshua E.S. Phillips who has written "None of Us Were Like This Before" about American soldiers and torture; and a Pride Celebration in June featuring Patricia Nell Warren and her new book. Beswick is also updating the donor database and reminded everyone that the Foundation will be wrapping presents at Borders all day on December 21.

DIRECTOR'S REPORT

Meister noted that the November statistical report showed a 14.57% increase in circulation. Non-print usage increased 24.69% with nonfiction second at 11.87%. Fiction was third with an 11.06% increase, and magazine usage was up 1.25%. Questions asked were down 6.37%, but website visits increased 62.59%. Meeting room usage and children's program numbers were down, but adult library programs and children's library program attendance increased. Door traffic decreased 10.22%. The FY2011 budget showed 63.15% remaining at 46 % of the year completed. Eleven interviews are underway for the two half-time Library Aide II positions in Circulation Services. Mary Jo Stanislaw, Gail MacMillan, and Meister are on the interview committee. After those people are chosen, the substitute positions for Library Aide will be chosen. Dood has extended conditional job offers to four Library Assistant substitutes, whom Meister will orient on December 28. Reference Substitute Mary Keefer's last day will be December 23. On December 11 Dood held a Gadget Fair, which attracted 25 people to learn about the latest technological items such as e-readers, helmet cams, iPad and accessories, and more. Vann's was unable to send someone, but F-11 sent an individual who helped with the presentation. Dissly has been working with IT Director Steele and the State Library on the BTOP grant. There is an agreement that Chair Farmer signed. Dissly will attend a webinar on December 17 about this grant. The SirsiDynix card catalog system was recently upgraded to a newer version (Symphony 3.3.1), which should allow more features such as paying with credit cards. However, there has been a glitch which erased patron holds temporarily; it should be fixed soon. Ryan Goehring will be at the Library on December 18 from 10 a.m. to 2 p.m. to discuss his experiences as a Peace Corps volunteer in the Philippines. There will also be a Hanukkah program on December 11 at 2 p.m. in the Children's Room. The annual Secret Gift Shop for children ages 3-8 will be held on December 23 at 3 p.m. and 4 p.m. The Library will be closed Friday, December 24, Saturday, December 25, and Saturday, January 1. Volunteers such as Trustees were invited to the Volunteer Party on December 16. On December 17 there will be a retirement

party for Meister in the Large Community Room. Bob Evans wishes to donate his Jessie Wilber collection of six African paintings and one large horse painting to the Library in honor of Meister; they will all hang in Nancy Stiner's office so that the public can view them. The Friends purchased a defibrillator, which has arrived. Once staff is trained in its use, it will be mounted in a public area. There was an incident involving a woman who has mental issues. Meister contacted the Gallatin Mental Health Center and explained her concerns; she was told that the appropriate people would be contacted. This woman has not been seen in the Library since that time. Mental Health personnel reminded Meister that this is a brain disorder, over which the person has no control. Oftentimes they are lonely and seeking human contact; the main key is to focus on something specific and not let allow them to overextend their time spent with staff.

**ITEMS FOR DISCUSSION/ACTION:
APPOINTMENT OF INTERIM
CO-DIRECTORS; LIBRARY GROUNDS
MASTER PLAN
RECOMMENDATIONS; LIBRARY
DIRECTOR SEARCH COMMITTEE
UPDATE; EXIT INTERVIEW**

City Planner Allyson Bristor was introduced; she took over from City Planner Courtney Kramer on coordinating the Library Grounds Master Plan. A committee comprised of Brit Fontenot, James Goehrung, Ron Dingman, Thom White, Carole Brennan, Dan McCarthy, Judy Mathre, Paula Beswick, Gary Vodehnal, and Meister has been meeting every six weeks to discuss this master plan. Bristor distributed a draft and said the goal was to identify the future usages of the Library grounds, including the area needed for future expansion. She discussed the process of following the *Statement of Guiding Principles* (previously adopted by the Trustees in July 2008) and reviewing previous planning documents relevant to the identified goals and objectives of the Master Plan. All current Library commitments such as ones with Gallatin Art Crossing and Bozeman Sculpture Park have been identified to make sure the Master Plan coordinates with these commitments. The current conditions of the grounds and items of issues and concerns were evaluated in August 2010. These issues are: Building Maintenance and Expansion; Grounds Maintenance; Transportation Issues; Landscaping; Public Use Areas; Public Art Displays/Sculpture; Recreation Amenities; Future Property Acquisition; and Fundraising/Work Plan. The next step is to designate planning zones on the Grounds that coordinate with the identified concerns and the future identified remedies. After that, the public will be asked for additional items of concern and other thoughts and recommendations. This could be done through specific stakeholder meetings or several public meetings that included all stakeholders as well as the general public. Additional items of issues and concerns would be prioritized and linked to the appropriate planning zone such as the trail or the parking lot. Then each issue and concern would be given a preferred remedy with up to three remedies listed. The Library Grounds Master Plan would be compiled after all of these steps are taken. It would then be reviewed and adopted by the Trustees and the City Commission. The goal for the document is that it should be brief, flexible, user-friendly, visual, and provide a clear plan for implementation. Bristor mentioned bubble diagrams as a visual example. The Plan would be used as a guide for future development and usage. Kukulski mentioned several pieces of property adjacent to Lindley Park and the Library that would be an excellent addition to City/Library lands. Chair Farmer thanked Bristor and Kramer (in absentia) for their work and said this would await the new library director. Meister recommended that Dissly and Dood be appointed as the interim co-directors. After discussion, Mathre moved to appoint Dissly and Dood as the interim co-directors, McGuire seconded, and the motion passed 4-0. Regarding the Library Director Search

Action

Action Committee Update, Mathre said there had been no applications yet but the preferred deadline was not until December 30. She said that questions were needed for the Trustees to conduct the final interviews and distributed some examples. It was decided that questions were due by the first week of January 2011 to Mathre. Cole was concerned that the Human Resources Director would be redacting information on the applications and resumes and felt that the Trustees should be deciding without these edits. The Trustees will only be seeing the finalists, but Cole still strongly felt that it was a dangerous precedent for only one person to make those redactions. Sullivan said that these redactions were intended to be helpful and protective of the applicant. Cole then moved that the Library Director Search Committee should see all applications and resumes in an unedited, unredacted format, Brown seconded, and the motion passed 3-1 (McGuire).

BOARD MEMBER'S AND CITY OFFICIALS' REPORTS

There was nothing.

PUBLIC COMMENT

There was nothing.

EXECUTIVE SESSION: LITIGATION STRATEGY

At 5:29 p.m., Chair Farmer announced that, pursuant to Title 2, Chapter 3, Montana Code Annotated, he, as presiding officer, determined that the discussion of strategy to be followed with respect to litigation in open meeting would have a detrimental effect on the litigating position of the City. He then called an executive session for the purpose of discussing litigation strategy and requested that all persons except the Trustees, Library Director, Interim Co-Directors, City Manager, City Information Technology Director, and City Attorney leave the room.

At 5:55 p.m., Chair Farmer closed the executive session and reconvened the open meeting.

ADJOURNMENT

The meeting was adjourned at 5:55 p.m. The next meeting will be Wednesday, January 19, 2011 at 4 p.m. in the Library Board/Staff Conference Room.