Bozeman Public Library Board of Trustees Regular Meeting
Library Board/Staff Conference Room
Bozeman Public Library
Wednesday, February 15, 2012
4:00 p.m.

AGENDA

1. Call to Order

2. Minutes of the January 18, 2012 Board Regular Meeting
   Minutes of the January 24, 2012 Special Board Meeting

3. Correspondence

4. Friends of the Library Report

5. Foundation Report

6. Director’s Report

7. Items for Discussion/Action
   a. FY13 Budget
   b. Agreement on Lindley Perk Coffee Shop Lease
   c. Update on Library Roof Project

8. Board Members and City Reports
   a. Report from 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, January 18, 2012, 4 p.m.
Minutes

Attendance
Present: Trustees: Chairman, Ron Farmer; Judy Mathe; Jacki McGuire; Holly Brown; Jennifer Pawlak; John Gallagher and Sharyn Anhalt, Friends of the Bozeman Public Library; Terri Dood and Lois Dissly, Bozeman Public Library (BPL) staff; Paula Beswick, BPL Foundation; City Manager, Chris Kukulski; Mayor Sean Becker; City Attorney, Greg Sullivan; City Facilities Supervisor, James Goehrung; Susan Gregory, BPL Director.

Call to Order
The meeting was called to order at 4 p.m. by Chairman Farmer.

Approval of Minutes
Jacki moved to approve the minutes of the December 21, 2011, meeting. Judy seconded the motion. The minutes were approved unanimously.

Correspondence
Susan distributed the comments collected from all four library suggestion boxes to Board members and guests to read. These included two requests for increased ventilation and more frequent cleaning of the public restrooms; an outside book drop; a bigger Library sign on Main Street; a workshop on how to use Smart phones; a request for installation of Photoshop on one public computer and one complaint that the Download Station was taking too long. Trustee Judy Mathe and Mayor Becker discussed different options to address the public bathroom situation. James Goehrung, City of Bozeman Facilities, will work with Library staff to improve the situation.

Friends Report
John Gallagher, Friends of the Library President, introduced guest and Friends' Treasurer, Sharyn Anhalt. He reported that a total of $43,000 in Library requests for 2012 was received by the Friends at their January 3, 2012, meeting. Revenue from book sales is down this year, but memberships have increased. The Friends anticipate having $50,000 available for expenditures. Projected revenues from future book sales and coffee shop sales are lower. The Friends are looking at different ways to cut costs, including buying tables to use for book sales rather than renting them for each event. The FOL Book Sale committee is looking at increasing the prices for sale books, as well. The FOL Lease committee is working with a local attorney and Jason Cargill, Lindley Perk proprietor, on a new lease for the coffee shop. They will send questions to the Library Board and plan to discuss these with Library Trustees and City personnel as needed.

Foundation Report
Paula Beswick, BPL Foundation Director, announced that an annual donation from a local donor in the amount of $1,500 was received for technology needs. The Boards Retreat will be held on February 10, 2012, in the large meeting room of the Library. This event will be from 3 p.m. – 8 p.m. and gives the Library Board of Trustees, the Foundation Board and the Friends of the Library Board the chance to work together with Library staff on needs of the Library. City of Bozeman administrators have been asked to attend, as well. Facilitator Mary Ellen Wolfe will work with Paula and Susan Gregory on the agenda for the
Director's Report

Susan noted that 58% of FY12 is gone and that 60% of the budget remains. Susan reported that the holiday events were a great success, especially the "Children's Gift Shop" produced by the Children's Department. Library staff members and library patrons alike appreciated the beautiful holiday decorations that the Foundation Board members put up around the library. The department heads and Susan met with the Friends of the Library Executive Board on January 3rd to submit and discuss their funding requests for the year. Cindy, MaryJo, Lois and Terri each presented their department's needs and answered questions from the Board. Requests included funds for replacement books and DVDs, new book carts, and program funding for both adult and children's events. Susan met with Tricia Gowen, the City of Bozeman HR Director, on January 9th to discuss the Library's staffing needs. Tricia met with our City Manager, Chris Kukulski, who graciously agreed to fund two part-time positions in our Computer Services department/Information Services desk and to merge two part-time positions in Circulation into one, full-time position. These actions are going to be very helpful in allowing staff to be more flexible and we appreciate the City's support.

Susan and Paula have met twice with Mary Ellen Wolfe, the facilitator for the February 10th "Boards Retreat", to plan the agenda. The City of Bozeman is working with an accelerated budget planning timeline this year, so Susan is working with department heads and Nancy Stiner in preparing the information for this year's budget. Budget data is due to the City Finance Department on February 10th. Susan worked with Bozeman police on the issue of a problem customer during January. Library staff documented five different instances of the person kicking down displays and spitting on books, all after 5 p.m. when fewer staff members are on duty. This individual was suspended by the former director in 2010 for similar aggressive behavior. The police are well-acquainted with him and his pattern of destructive behavior and prior offenses. We suspended Robert Kazaryan from the Library and Library grounds for a period of one year. Susan attended the annual "Martin Luther King Day" celebration at the Emerson Cultural Center on January 15th. Beth Boyson, one of our Adult Services Librarians, is on the planning committee for this event and led this year's parade. It was a well-attended, joyous and uplifting afternoon of music, testimony and community partnership.

Items for Action

Staff Day:

Susan discussed the actions of the Staff Day Committee and their hope to start the tradition of an annual staff training and development day. The group chose October 2012, Columbus Day, for the event. Susan cleared the concept and the date with the City HR Director. She asked the Board of Trustees to approve the
use of October 8th as a staff training day that would allow staff to be paid as usual but for the Library to be closed to the public so that all staff can attend. Holly moved that the request be approved and Judy seconded the motion. The Board voted unanimously for the Bozeman Public Library Staff Day to be held on October 8, 2012, and that staff will be paid for a regular work day but that the Library will be closed for the day.

Library Roof Project: James Goehrung distributed a memo to the Library Trustees regarding the Roof Library Roof project. The roof needs to be replaced due to hail damage suffered in 2010. The insurance company felt that the initial re-roof bid was too high, so the City is repeating the bid process so the insurance company will see the costs from bids received. There is currently a Request for Qualifications in circulation requesting that roofers with experience in large square footage metal roofs let the City know that they are interested in the job. Deadline for response is January 27th. A bid package will be sent out to interested parties giving them 3 weeks to submit their proposals. Bids are due from qualified respondents on February 16th. Award of bids will be made by the Library Board at the March 21, 2012, Board meeting. Construction is due to begin on July 5 and estimated completion date is August 31st. The Library will remain open during the construction period but will probably have a slightly altered schedule of hours of operation; this schedule is to be determined by the Library Board of Trustees with input from the City, Library staff, and architectural principals. Jacki asked if the costs are going to be met using the Library depreciation fund. James said that the costs are to be met from the insurance company and the architect; he has a verbal agreement from the architect and subcontractors that they will cover costs not covered by insurance. This agreement will be put into writing. John asked how the construction project might affect operation of the Lindley Perk coffee shop and said that the Friends may have to be flexible about rent during this period.

A Special Meeting of the Library Board of Trustees was called for Tuesday, January 24th, at 4:30 p.m. in the Library conference room to approve the Amendment to the Architectural Contract for Architectural Services for Replacement of the Hail Damaged Library Roof.

Reports from City Staff: Mayor Sean Becker announced that the City is undergoing a compressed budget process so that the budget will be ready and approved when FY13 begins. Chris Kukulski noted that this is the model that is being used in both Billings and Helena. Chris announced that Brendan Steele is taking a new job in three weeks, so the City will be advertising for a new IT Director. He also announced that a full-day work session is planned for City staff with the City Commission on January 30th and input from Library Board and staff are welcome.

Adjournment: There being no further business or comment, Judy moved that the meeting be adjourned and Jacki seconded the motion. The meeting was adjourned at 5:10 p.m. The next regular meeting will be on February 15, 2012, at 4 p.m.