

**Bozeman Public Library Board of Trustees Regular Meeting  
Library Board/Staff Conference Room  
Bozeman Public Library  
Wednesday, January 20, 2010  
4:00 P.M.**

**ATTENDANCE**

Present: Trustees: Ron Farmer, Chair; Holly Brown; Jacki McGuire; Judy Mathre; Donna Swarthout; John Gallagher, Friends of the Library; Lois Dissly and Terri Dood, Staff; and Alice Meister, Director.

**CALL TO ORDER**

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

**APPROVAL OF MINUTES**

The December 16, 2009 Library Board minutes were approved as amended.

**CORRESPONDENCE**

Meister received public comments which included a request to have a manual wheel chair as the current power chair owned by the Library did not work well for this patron. Another person requested a map showing the location of the materials in the Library. A patron asked for games on the computers near the kid's section. Another requested "more kid's stuff!" A patron requested DVDs featuring Philip Winchester, a professional actor from this area, and gave other DVD recommendations. A patron told a staff member that the Library has a wonderful website and uses it to renew items. This patron felt that the library card was worth more than her credit card, as she could travel anywhere in the world through her library card. A person requested a stapler in the copy machine room on the second floor. Another wanted to read more books by Dr. Paul Farmer. A patron was concerned about too many vampire-oriented purchases in the Science Fiction section and requested the Library buy more nonfiction instead. An individual requested an external CD-ROM or DVD player that will hook up to a computer via USB. A patron recommended a DVD for the Library that he had produced. Another individual e-mailed to say that he liked the Library's site. A patron e-mailed his request for additional library hours; Meister responded that additional hours required additional funding, which was probably not forthcoming at this time. A gift certificate was given to the Library but had to be returned to the donor, though Meister expressed her appreciation for his thoughtfulness. An interlibrary loan patron from the Gallatin National Forest Avalanche Center thanked the staff for doing a great job! A patron e-mailed a concern about the new one-day e-mail notification policy. Since there is no longer a grace period, patrons are notified that their materials are due one day before they are due. This patron wanted a 3-5 day notice before items were due. Upon checking other libraries, most of them give a one-day notice (two libraries gave a two-day notice), and there was concern that patrons would be given notices several days after a seven-day item is checked out. It was decided to leave the policy as it is; if there are more complaints, then it will be revisited. A thank you was received from the Gardiner Community Library for returning one of its books. There was a report of a new leak over the reference desk. Meister referred to a letter sent to Studio FORMA Architects and Martel Construction by City Director of Facility Services James Goehring about the ongoing Library leaks. He said that he needs a determination as to whether the roof leaks are related to the design of the roof or the construction and installation of the roofing materials and/or the skylights. By the end of this month, Goehring is requesting a proposal on recommended options for re-roofing the building along with a time line for doing so. A patron wrote Meister to thank her for "our wonderful library." Photographer Lee Silliman wrote Foundation staff and Meister to thank them for hosting his photographic exhibit in November and December and for the opening night reception. The State Library sent a letter noting some administrative rules amendments regarding the resource sharing program, where 50% of the funds appropriated by the legislature for the resource-sharing program will be allocated to pay a portion of the OCLC contract, and the remaining 50% will be allocated to pay a portion of the Montana Shared Catalog costs.

There were some small changes made to the federations. Comments are accepted at the State Library, where there will be a public hearing on February 16. The State Library Commission will vote at its April 10<sup>th</sup> meeting to amend as proposed or with the changes identified. Meister read a letter of resignation from Library Assistant Ginger Norton, who works in the children's room. Her last day will be toward the end of January. Meister received a letter from Director of Statewide Library Resources Bob Cooper at the State Library regarding involvement in a National Telecommunications and Information Administration (NTIA) Broadband Technology Opportunities Program (BTOP) grant application, and Meister responded that the Library was interested in participating. Meister and Dood received confirmation that the Library's Collection Management Policy was successfully accepted by the State Library with a few clarifications, which Dood provided. Meister congratulated Dood on her good work; the next review needs to be done in 2012. Meister and Dood also received a request from the U.S. Census Bureau to provide space for a Census Questionnaire Assistance Center for March 19 through April 19 at the Library, which was approved for 15 hours a week to help people who have questions regarding the census. Meister congratulated staff member Jennifer Lemon on achieving her State Library Level III Certificate.

## **FRIENDS OF THE LIBRARY REPORT**

Gallagher reported that the Friends are losing Treasurer Melissa Jacoby this spring, who has been a wonderful asset to the board. They are seeking a replacement for her position. The 2010 budget was approved, which includes 26 public computer replacements phased over three years. New audio-video bin shelving totaling nearly \$13,000 has been approved and ordered. The Friends are considering a mobile laptop lab to augment the existing computer lab, which could be used for additional classes and other purposes. Gallagher is checking into the costs. Swarthout asked about monitoring the lab and possibly renting it to groups for their meetings. Dood said she had seen laptops locked onto tables for security purposes used in a Denver library. Funds have also been approved to purchase new tables and chairs for the coffee shop. A panic button will be installed in the coffee shop. The Friends are still rewarding staff, who have achieved their Montana State Library certification, with \$50. The Friends will be hosting a reception at Story Mansion during the Montana Library Association (MLA) Conference on April 7. They are also planning a fundraiser with entertainment this fall at their annual meeting, which will include silent auction items. Their next meeting is Tuesday, February 9 at 6:15 p.m.

## **FOUNDATION REPORT**

Meister reported from a Foundation report left by Beswick which said that the year-end appeal letter did very well, nearly doubling the total from last year. The first payment (50%) has been made toward the stack lighting cost. Laura Prindiville and Kim Center are going through all of the files and developing systems for administration, donors, and accounting in order to get everything in order. The 2009 budget has been reconciled, and the 2010 budget goes to the Finance Committee for recommendation to the full board. Beswick and Prindiville are interviewing MSU marketing interns for the spring semester. *Under the Blue Rose*, a collaborative presentation exploring the nature of water through music by local musicians Kris Ellingsen and Edis Kittrell and artist Collette Brooks-Hops, will be presented on January 25 for the *Exploring the Arts* series. The February program brings tap legend Katherine Karmer in celebration of Black History Month on February 8. The opening reception for Margaret Emerson was very successful with over 100 people in attendance. Fifteen collages have already sold. Mom & Babies Yoga continues to be popular with about 20 adults/kids per session. The *Cornerstone Celebration* will be April 17, and the Foundation is still seeking nominations for the annual award. The agenda for the Library Annual Retreat on January 29-30 will be distributed prior to the event; some information has already been e-mailed. One Book-One Bozeman 2010 will start meeting regularly in February. Beswick and Meister will speak at the new evening Rotary Club on February 11. The snow plow took out two benches in front on the

Library, one completely destroyed and the other one damaged. Beswick is working with Goehring on replacing and/or fixing the benches. Dr. Rob Watson, the Bozeman High School Principal, is joining the Foundation Board, whose next meeting is Thursday, January 21 from 1:30-3:00 p.m.

## **DIRECTOR'S REPORT**

Meister noted that the December statistical report showed a 4% increase in circulation along with a 78.21% increase in website visits and a 51% increase in children's/YA programs. There is a 2.71% increase in door traffic. There is a 47.31% increase in interlibrary loan transactions. At 54% of the fiscal year completed, there is 56.38% left in the budget. Meister said that Administrative Assistant Nancy Stiner would be gone for nearly two weeks due to bereavement leave. Christin and Meister are working on advertising for a replacement Library Assistant in the children's room. Meister is working on scheduling people to start the 3M RFID (Radio Frequency Identification) tagging of materials. Two teams of two people each will be assigned to the leased mobile tagging stations; there will be two staff stations where people would also be tagging the returned materials and other items. The 3M Representative will be here to train staff on February 1<sup>st</sup>, when the process begins. Staff is scheduled to work on the project for three weeks. The other major project is the stack lighting, which is currently on order and due to be delivered on March 15. Ron Davis and his crew from Tyler Electric started putting in the electrical outlets yesterday. Mary Jo Stanislaw will be removing materials from each stack section on the first floor until that is finished. The second floor will involve more time however. Tyler Electric will be putting in the power for the security gates. In order to get staff input on the forthcoming budget, City Manager Chris Kukulski, Assistant City Manager Chuck Winn, and Finance Director Anna Rosenberry will meet with staff on January 29 from 8-9 a.m. There will also be a presentation by a Gallatin Mental Health Clinic staff member on dealing with emotionally disturbed patrons. Meister still attends City meetings every Tuesday from 9:30-11:30 p.m. Starting January 13 Dood and Stanislaw will be attending City Leadership Training every other Tuesday afternoon, and Dissly and Meister every other Thursday morning. Beswick is on vacation to return January 21<sup>st</sup>. There will be a retreat of all the Boards and Management Team on January 29-30 for purposes of planning and coordination. MLA registration will start electronically on January 19. The Broad Valleys Retreat is scheduled for March 5-6 at Fairmont Hot Springs, and Trustees are encouraged to attend both that Retreat as well as the MLA Conference, which will have specific programs geared for Trustees. The children's library is starting a new program on the Magic of Go, an ancient Chinese game, on Thursdays from 3:45-5:15 p.m. Incidents included a man reportedly masturbating in the computer lab. By the time it was reported, the individual had left the lab. Meister called the offended patron to discuss the situation. An individual who returned two "lost" books was upset that her fines were high and that she had been referred to Unique Management. She claimed she had received no correspondence from the Library. Staff worked with her, but she claimed fees had increased since the move to the new building which was not true. A person with mental difficulties has been causing some difficulties for the staff due to monopolizing staff time and approaching staff in the parking lot; Meister talked to her about appropriate boundaries and gave her some references for help. The Gallatin Mental Health Center will talk with staff about such situations and how to deal with them on January 29. A patron was suspended from the Library until July 1, 2010 due to his behavior to staff. At that time he will need to clear his debts and be on polite terms with staff. A Suspension Notice was mailed via certified delivery as well as delivered to his home by the Police Department. Police Lieutenant Rich McLane said that the Library was handling the situation appropriately.

**ITEMS FOR DISCUSSION:  
POLICY CHANGES**

Meister distributed Library Goals for 2010-2011, which will need to go to the City by the end of the month. It was decided to add the roof leakage issue as well as the need to explore alternative sources of funding. Further refinement might occur after the Library Retreat. Meister presented the Art and Meeting Room Policies and explained that these were being updated and incorporated in the current policies. It was decided to change "limited insurance" to "nominal insurance," and the word "Foundation" would be added to Page 13. Mathre moved to accept the amended Art and Meeting Room Policies, McGuire seconded, and the motion passed 4-0.

**Action**

**BOARD MEMBER'S AND  
CITY REPORTS**

There were none.

**PUBLIC COMMENT**

There was none.

**ADJOURNMENT**

The meeting was adjourned at 5:07 p.m. The next regular Library Board meeting will be Wednesday, February 17, 2010 at 4:00 p.m. in the Board Room.