

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

ATTENDANCE

Present: Trustees: Ron Farmer, Chair; Jacki McGuire; Paula Beswick, Foundation; John Gallagher, Friends of the Library; Jeff Rupp, City Commissioner; Chris Kukulski, City Manager; Lois Dissly, Staff; and Alice Meister, Director.
Absent: Trustees: Holly Brown and Judy Mathre; Terri Dood, Staff.

CALL TO ORDER

The meeting was called to order at 4:05 p.m. by Chair Farmer, who stated that a quorum was not present.

APPROVAL OF MINUTES

The approval of the June 17, 2009 Library Board minutes will be conducted at the next meeting due to a lack of a quorum.

CORRESPONDENCE

Meister received public comments which included a patron who felt the librarians “should let the kid do whatever he wants.” Another suggested that the staff take time to straighten out the head set cables so they won’t be so tangled. A patron complained about the “hold” system, saying she had placed a book on hold only to have a friend come in and find it on the shelves. This can happen due to the time lag in pulling hold materials. Several patrons noted that the new hold system is a little harder to use than the old system, as one said that it is hard to see one’s name and another noted that people with short last names have no privacy as their whole name is spelled out (the new system uses the last four letters of a person’s name plus part of the bar code for the sake of privacy). A patron requested several DVDs to purchase. Several patrons recommended offering Photoshop classes, and one recommended Dreamweaver as well. A school district employee felt the Library should offer computer classes in the summer. Two suggestions noted that the Library is too cool, and the air conditioning should be adjusted upwards to save money and turned off at night. Another suggested cost-saving measure is to discontinue the three day grace period when returning materials, as a three week checkout is long enough, and people should begin paying immediately for overdue materials plus it encourages laziness. A patron felt the Library should not charge a dollar for a replacement library card since cards get lost all the time. A person was alarmed at seeing an inappropriate picture on one of the computers in the lab and feels this should not be allowed, which it isn’t under the state pornography law. A patron recommended the purchase of Rosetta Stone for learning languages, but it is very expensive. The Library is investigating a cheaper alternative. Someone complained about the spraying of the weeds due to the spray’s poisonous content. Another appreciated a book club kit and said, “It was just what we needed and found it very helpful—no charges needed!” A patron recommended a specific graphic novel to purchase. An individual noted that the paper towels are either too thin or stacked too high and heavy to allow dispensing (this is done as there is no one to replace them during the day) and the faucet sprays splatter on the counters, so a lower faucet head would be better. He noted, “I love the library!” Another recommended that the Library join the Partners group in western Montana, which

allows one card and easy circulation of materials between libraries. A retired librarian appreciated the seamless computer sign up process and wireless access. She said, "Other Montana libraries could be helped by visiting your library." The U.S. Department of Justice sent a letter about a stolen book which was being returned after being used as evidence in a trial. Dissly responded to an individual about placing the year on the spine label of fiction books, as often the date doesn't reflect the year when the book was copyrighted due to other editions being published. Another person was interested in a certain opera that will be performed this fall; it was unavailable as a DVD to purchase. A complimentary e-mail was sent regarding the Men's Health Fair held in June. Staff Attorney Tim Cooper responded to Meister's e-mail regarding an operating levy for the Library, which is possible under MCA 22-1-304. A patron who attended a Trustee meeting was upset at the minutes from that meeting and wanted them changed to reflect information he felt was omitted; later he said, "After further reflection I could not stomach another encounter with the City of Bozeman. Keep your self serving minutes just the way you have them." A Branch Manager of the Newburg Branch of the Louisville Free Public Library (KY) e-mailed about a LEED brochure, as their library will be the first library in Kentucky to be LEED certified. Information was mailed to her.

FRIENDS OF THE LIBRARY REPORT

Gallagher reported that the book sale is set for July 17-19; the number of volunteers is down but the number of boxes of books will be close to 280 boxes. Saturday, July 18 is the major day for volunteer help, since it is a seven hour day. The Friends probably won't be using their credit card machine at this sale. They have switched their account to First Security Bank and now have corporate credit cards as well. Gallagher has received requests for how to start up Friends groups, probably generated through their membership with ALTAFF (Association of Library Trustees, Advocates, Friends and Foundations). The next meeting is Wednesday, August 12 at 6:15 p.m.

FOUNDATION REPORT

Beswick said that Laura Prindiville has been hired as the part-time Program Coordinator on June 29. While she has expertise in certain areas such as the Children's Festival of the Book, Prindiville is being oriented in other Foundation activities such as developing an annual calendar of all Foundation-sponsored programs and services, finalizing the Baby Brains project, working with the Children's Department staff on Creative Workshops, and considering program evaluations and new programs for 2010. Her work will allow Beswick to work on grants and donor cultivation/maintenance. Kelly Roberti's summer Jazz & More series began on June 1 and has been drawing an average of 77 people every Monday night. The expansion of this program was made possible by the Beim Foundation grant. Roberti will also be doing two performances in the middle schools this September for One Book-One Bozeman. The June 23 Summer Family Music series featuring The Muses, a regional traveling Celtic duo, attracted over 115 people. There will be two more summer performances. The Foundation Center grant writing and research workshop brought in 78 people on July 7. The Humanities Montana grant for the Children's Festival of the Book on September 19 was accepted for the full amount of \$1,500 and will help bring in nationally known authors. Beswick has worked with the Hemingway and Hanes families on the bird feeder project outside

the Hemingway Alcove. The Atkins Memorial Grove was cleaned up, and flowers were planted by Sweet Pea Landscaping. She received a thank you note from the Atkins family. Trees were also sprayed for beetles. The park benches will soon be permanently placed subject to approval by the City Facilities and Parks and Recreation Departments. Their placement will meet ADA requirements. Two teenage boys (Sam Hatfield and Spencer Beswick) volunteered to treat the benches, completing all but the two in storage, which will be finished when the rain stops and they have additional time. Spencer Beswick also set up the Library's new Wii in the back area so staff can learn how to operate it before it is put out for the public. Beswick spoke to about a dozen people at the Spring Meadows assisted living facility and is giving a tour on July 17 for Aspen Pointe residents. She plans to contact Bozeman Lodge about cooperating with them. There will be a bench dedication ceremony for former Assistant Director Molly Pratt on July 16; she worked at the Library for 39 years. Beswick met with David Thompson and Jessica Burch from Brickhouse Creative to start work on a self-guided art brochure for inside the Library as well as artwork identification tags. There will also be thumbnail pictures of the art work on the web site. The goal is to have the brochure finished in time for the Library's third anniversary in November. Chris Grinnell now has photos of the Library in order to continue work on the new Foundation website. Beswick and Meister staffed a table at the Bogert Farmer's Market on June 30; response was minimal though Meister suggested that a better sign would help. Beswick continues to work on outstanding capital campaign pledges, One Book-One Bozeman activities, art shows in the Atrium Gallery (including the Sweet Pea art show in August), working with the MSU Leadership Institute and Country Bookshelf in bringing in an author with local connections, coordinating efforts to deal with the issue of financial advisors, and has been asked to join in an effort to collaborate on arts/cultural offerings through Kelly Roberti and the Bozeman Cultural Council. Beswick will be on vacation July 24 and August 26-30. The next Foundation Board meeting will be Wednesday, July 22 at 1:30 p.m. in the Board Room.

DIRECTOR'S REPORT

Meister noted that the June statistical report reflects the year-end report, which showed a 5.64% increase in circulation along with a 62% increase in adult programs and a 57% increase in attendance. There is a 7.26% increase in door traffic. Website visits have increased 34%, and holds placed on materials are up 18.46%. All statistics except for InfoTrac database usage and nonfiction circulation have increased. There was no budget report for July yet, but the recently completed FY2008-2009 budget showed approximately \$15,000 left. Invoices are still coming in however. The Library is mentioned several times in the draft of the Downtown Bozeman Improvement Plan. One mention is "some pockets of retail, such as around the library....," and a "major art feature that denotes the idea of 'gateway.'" One candidate location is the public space in front of the library." There is a recommendation to connect Babcock to the Library circle and to add a mid-block crosswalk across Main Street. The Library is preparing to enter into an agreement with Unique Management Services, Inc. regarding

collection of overdue materials. This would take some of the burden off the City Attorney's office; that office will review the contract. If approved, the Library would have an amnesty period to try and retrieve materials listed as lost or overdue before turning those items over to Unique for collection. The Friends are preparing to have the three dog stations placed this week with plaques to indicate their donation. Gallatin Art Crossing (GAC) placed five new sculptures at the Library on July 11 in addition to the four sculptures which remain from last year. The People's Choice Award was the Zak Zakovi Sun-Sit Bench, which will be purchased to become a permanent fixture on the east side of the building. The bench sculpture with two children on it is being repaired and will be placed outdoors when it is returned. GAC held a reception on July 11 which 100 people attended. There will be an outdoor map on the sculptures placed by GAC around town. The Montana Library Association (MLA) conference will be held in Bozeman next April 7-10, 2010. Meister has volunteered to work with Connie Strittmatter, a MSU reference librarian, and Belgrade Library Director Gale Bacon as co-chairs though Strittmatter will take the lead. Two conference planners, Mark and Janel Trowbridge, have been hired to help as well. Cindy Christin and Paula Beswick have volunteered to co-chair the Publicity Committee. Meister will now be attending City management meetings regularly on Tuesdays from 9:30-11:30 a.m. The Library is working with the Sweet Pea Festival on its annual juried and open art show. Artwork will be delivered on July 31, and accepted art will be displayed from August 6 through August 26. It will be for sale. There will be a reception on August 6 between 6-8 p.m. in the Community Room. There will also be a special program featuring honored guest John Bishop from England who is president of the National Sweet Pea Society. He will be speaking at the Library on August 8 at 5 p.m. The new collection of playaways have been cataloged and are now available for checkout. They have proven to be a popular addition to the collection. A patron confronted a mother with a screaming child, who had taken the child from the children's room to the lobby. The patron was told to speak with staff rather than confront the other patron, especially as the mother was in tears and had been ready to take the child outdoors when the other patron confronted her. Staff talked with her and soothed her down. The other patron left the building. Another incident involved a patron, who has been overly attentive to a staff member, and then tried to give her a brochure and map, but his overture was rebuffed. A third incident involved a patron and her daughter who were at the Library on June 27 when the Tea Party Patriots were making signs for their July 4 march from the Library to the Courthouse. As they left the building at 5 p.m., her daughter asked who those people were and she told her that it was a group upset about paying taxes. One man yelled back that she was misrepresenting their group, and another declared that the mother should be dead after more interaction. Staff had left the building by then, and the mother was very scared. She felt the Library should not have this group back due to its angry and abusive comments.

**ITEMS FOR DISCUSSION:
ANNUAL ELECTION OF**

The annual election of officers was postponed until next month due to a lack of a quorum.

OFFICERS

BOARD MEMBER'S AND CITY REPRESENTATIVE'S REPORTS

Rupp said that the budget process was underway though the Department of Revenue is late with its figures, which should be available toward the end of August. Cost of living adjustments are also low this year. He said there were two applicants (Donna Swarthout and Michael McCormick) for the Library Board of Trustees, and the Commission would appreciate some advice from the Trustees. The Trustees will recommend Swarthout as she was the first to apply and has a long history with the Library. The Trustees were impressed with McCormick but felt he would be a better fit for the Foundation Board due to his financial expertise. With both Farmer and McGuire on the Board, the Trustees felt they had members with good financial expertise already. Kukulski distributed a draft Financial Disclosure Statement, which the Library Board and Parking Commission members might need to fill out due to the new charter adopted several years ago. The City now has a full seated Ethics Board. With two signatures required for purchase, one signature would need to be a person who has filled out this Statement. Rupp wondered if this form had a chilling effect, and Farmer felt that it was not a problem. Kukulski said that Meister was now attending Tuesday staff meetings as the meeting has shifted from mostly Commission issues to half on that and half on other issues. Paul Burns, who oversees the Parking Garage, will also be added once he has more staff and resources since this staff meeting is a good communication network. He mentioned that there will be discussions with all divisions about the Facebook background check on prospective hires. He also said that Wallace Avenue has been remediated, and the City is trying to get a check from DEQ for completing that process.

PUBLIC COMMENT

McGuire asked about the difference between succession planning and replacement planning in the Strategic Plan, and Meister replied that succession planning was a way to address current and future needs through generating a pool of promote-able employees for all key areas. Thus it involves mentoring and internal leadership training. More work will be done on succession planning shortly.

ADJOURNMENT

The meeting was adjourned at 5:11 p.m. The next regular Library Board meeting will be Wednesday, August 19, 2009 at 4:00 p.m. in the Board Room.

