

**Bozeman Public Library Board of Trustees Regular Meeting**  
**Library Board/Staff Conference Room**  
**Bozeman Public Library**  
**Wednesday, June 15, 2011**  
**4:00 p.m.**

**AGENDA**

1. Call to Order
2. Minutes of the May 18, 2011 Regular Board Meeting
3. Correspondence
4. Friends of the Library Report
5. Foundation Report
6. Director's Report
7. Items for Discussion/Action: Library Art Committee Report; Library Grounds Master Plan; Library Director Search Committee Update

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8. Board Members' and City Reports
  - A. Report from Deputy Mayor Sean Becker
  - B. Report from City Manager Chris Kukulski
9. Executive Session RE: Acting Co-Directors' Evaluations
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 (TDD 582-2301).

**Bozeman Public Library Board of Trustees Regular Meeting  
Library Board/Staff Conference Room  
Bozeman Public Library  
Wednesday, May 18, 2011  
4:00 P.M.**

**ATTENDANCE**

Present: Trustees: Ron Farmer, Chair; George Cole; Judy Mathre; Holly Brown; Chris Kukulski, City Manager; Sean Becker, Deputy Mayor; Paula Beswick, Foundation; John Gallagher, Friends of the Library; Lois Dissly and Terri Dood, Acting Co-Directors. Guests: Collin Letts, Bozeman Sculpture Park; Joe Cartwright; Todd Kaib; Tim Cooper, Assistant City Attorney; James Goehrung, City Superintendent of Facilities

**CALL TO ORDER**

The meeting was called to order at 4:00 p.m. by Chair Farmer.

**APPROVAL OF MINUTES**

Cole moved to accept the February 9, 2011 Special Library Board minutes with the amendment " Judy will talk with Pattie Berg..." and the April 20, 2011 Library Board Minutes, Mathre seconded, and they were approved unanimously.

**ITEM FOR DISCUSSION/ACTION:  
BOZEMAN SCULPTURE PARK DONOR  
INCENTIVE REQUEST**

Chair Farmer changed the agenda to allow Collin Letts, chair of the Bozeman Sculpture Park (BSP) to speak to the Board regarding naming rights. BSP has a potential donor who would contribute a large sum of money if the Park could be named for someone of the donor's choice. James Goehrung said that for City parks, a request for naming would need to be presented to the Recreation and Parks Advisory Board, then to the City Commission. Tim Cooper said he could not find a published rule in City or State law pertaining to the naming of parks and that it appeared to be an "uncommon and informal" procedure. After further discussion, Cole moved to table the discussion pending further interest. Brown seconded. Motion approved 3-0. Letts could bring a proposal to the next meeting outlining how the naming would be done.

**Action**

**ITEM FOR DISCUSSION/ACTION:  
CONSIDER A FORMAL RECOM-  
MENDATION TO THE BOZEMAN  
CITY COMMISSION TO CONDI-  
TIONALLY APPROVE, OR DENY  
THE PROPOSED CERTIFICATE OF  
SURVEY INTENDED TO ALLOW A  
CHANGE IN THE BOUNDARY LINE  
BETWEEN THE LIBRARY PARCEL AND  
ADJACENT HARRINGTON PARCEL  
AND ALLOW A ONE-TIME TRANSFER  
OF A TRACT TO EFFECT THAT  
CHANGE**

Chair Farmer again changed the agenda to allow Joe Cartwright and Todd Kaib to resubmit their proposal to ask for boundary realignment on the Harrington property. The proposal was presented at the February meeting but Brown thought that it had not been thoroughly noticed on the agenda as a land transfer. Cooper explained that the proposal was to move the boundary 10 feet east which is 5 feet beyond the existing encroachment. This would allow space for maintenance of the building. Brown asked if it would comply with zoning, whether City property bought with bond money can be given away, and if the Montana Department of Environmental Quality (DEQ) had closed the site remediation. Cooper said that though DEQ had approved the cleanup it had not closed the remediation entirely; there are no covenants on the City's property, but there is on the Harrington's. City Charter requires that all conveyance of real property first have an appraisal and then be accomplished by ordinance. Cartwright stated that he would prefer a permanent easement which would transfer if the building was sold.

**Action** Brown moved to give Cartwright an easement that would include the encroachment and land needed to maintain the building but if the building was torn down or otherwise destroyed, the land would revert back to the Library. Cole seconded. The motion passed 3-0. Cartwright, Kaib, and Cooper left the meeting.

## CORRESPONDENCE

Dissly and Dood received public comments which included a request for more books about dogs and cats. Another person requested a stool for the family bathroom. Someone suggested at least picking up cigarette butts if the no smoking policy isn't going to be enforced. There was a request for more *Hank the Cowdog* books on tape or CD. A patron recommended dusting the tops of the glass sculpture. Another patron requested *Women's Health Magazine* since the library subscribes to *Men's Health*. Dood also received an email from a patron who recommended the library try to obtain books by local author Naomi Lane Babson from the last copy fiction collection at the Parmly Billings Library. Another email contained a link to an article about Amazon joining a library loan program that would allow Kindle users to borrow electronic books from libraries. Two more emails suggested titles for the library to purchase. An email from the Assistant City Clerk asked for photos of the Library Board for the City's webpage and a description of Board responsibilities and events from the board member's point of view. Correspondence included a thank you for allowing the third annual Run for the Earth Race to start and end at the library. Another thank you was received from Collin Letts of the Bozeman Sculpture Park for allowing the group to set up a display inside the library. A final letter was received from a patron complaining about what he believed was inappropriate art on the stairwell. After viewing the piece, the Board decided to have the Art Committee review it and make a recommendation.

## FRIENDS OF THE LIBRARY REPORT

Gallagher reported that the Friends Board is hard at work cleaning up procedures and policies in an effort to create a better organized group. There has not been a decision about where an office for Board Assistant Jamie Johnston will be located.

## FOUNDATION REPORT

Beswick expressed concern about how the roof repairs might impact programming that has been planned for August. The Foundation received \$14,000 from an estate. Three grants totaling over \$10,000 have been approved. The Foundation's Finance Committee met via telephone last week and investments are doing well; the Foundation has about \$3 million dollars and plans to treat \$2.6 million as an endowment. In light of the Central Asia Institute's difficulties, the Committee decided to have an audit done. The Foundation Board believes that its purpose is to provide money to the library to keep it vital but not pay for things that the City should be funding. One Book One Bozeman (OBOB) has chosen *Between a Rock and a Hard Place* as this year's selection. As part of the events surrounding OBOB, there will be a community art exhibit featuring pictures by photographers of all levels of experience. The author, Aron Ralston, will be speaking at MSU and Bozeman High School. Beswick is planning a breakfast presentation and book signing at the Library. She asked if one of the trustees would be willing to do an introduction to the Library Grounds Master Plan community forum to be held May 24. The

Art Committee will be vetting 18 proposals at its meeting June 6. The Children's Festival of the Book will be held November 5. Three free concerts have been scheduled for this summer and Jazz & More With Kelly Roberti will kick off June 13. Moms and Babies Yoga will continue through the summer. Beswick met with the new director of Sweet Pea, and they are working out plans for the art show at the Library during the festival. Eighteen Japanese ikebana experts will be visiting the Library May 21; events include demonstrations, workshops, and a traditional tea ceremony. The art reception for Loretta Domaszewski attracted 90 people. Law Day was a success and plans are underway to improve it for next year. Beswick agreed to be a member of the advisory board for the Bozeman Sculpture Park. Both BSP and the Gallatin Art Crossing will have tables in the lobby during the Library Grounds Master Plan forum.

## DIRECTOR'S REPORT

FY2011 budget showed 29.12 % left with 8% of the year remaining. April statistics showed a slight increase in reference questions and a moderate increase in circulation despite door traffic again being down. There were three incidents. One involved a homeless person being asked by Dissly to leave the Library and not return until he had showered and washed his clothes; police helped escort him out. The second involved an adult male patron alerting Dood to a young boy viewing porn in the Computer Lab; Dood had the boy close out of the website and before she could talk with him, he had disappeared. In the meantime the same adult male patron was also caught viewing and printing porn. The third incident involved a patron at Computer Services who refused to give a staff member ID and swore at her. Chuck Winn, Assistant City Manager, spent half a day at the Library on May 4. He shadowed staff at each of the four public service desks and spent time touring some of the departments. On May 5 and 6 Terri Dood and Lois Dissly traveled to Missoula for the Montana Shared Catalog Spring Membership Meeting. Highlights included Director's Station and Acquisitions Training. Membership, through the State's required procurement process, is investigating different circulation and discovery systems. The next meeting will be held October 7 in Bozeman. Katie Biehl and Dood also attended the Montana Library2Go Annual Statewide Meeting in Missoula. In addition, Dood met with the Gallatin public library directors to finalize capital expenditures from the County. Bozeman Public Library is requesting partial funding for a digital film and fiche scanner PC system. Library Department Heads, along with other City management staff, attended a motivational workshop by Doug Dvorak on May 11. This humorous presentation focused on how the power of laughter can bring true employee and customer satisfaction. There was a Quarterly Staff Meeting on May 13. Each service desk reported on a selected customer service problem they are working to resolve. On behalf of the Circulation staff, MaryJo Stanislaw invited Office Laurel Miller to speak to the staff about dealing with homeless people. Cindy Christin discussed positive approaches to children's behavior issues. Katy Chambers demonstrated new meeting room management software that will improve customer service at the Information Desk. The Library now has a Twitter account. Katy Chambers is responsible for sending tweets. The Facebook account, previously administered by Friends of the Library, is now a function of the Library staff. Jamie Johnston is the main Facebook administrator. Pam Henley has completed installation of the 28 new computers the Library received through the Broadband Technology Opportunities Program. ADA accessibility for blind, low-vision, and low-dexterity patrons will be

improved at two stations with ADA compliant software and peripherals. Department Heads met with Administrative Assistant Nancy Stiner and cut \$24,472 from the proposed FY2012 budget. At this point the FY12 operating budget is just a 5% increase over FY11 although more cuts are anticipated. We also met and began planning the process of moving the entire Library Policy Manual to electronic format. Dissly met with the Library Grounds Master Plan Committee to help plan the public forum for the Grounds Master Plan which will be held at 7 p.m. on May 24 at the Library. Cindy Christin and Kathleen McPherson-Glynn will visit all the elementary schools starting next week to encourage kids to join the summer reading program, "One World, Many Stories." Christin is also involved in the Ikebana/Japanese Culture Celebration that the Foundation is coordinating on Saturday, May 21.

**ITEMS FOR DISCUSSION/ACTION:  
LIBRARY POLICY MANUAL**

Dissly and Dood have been working with the other department heads and Administrative Assistant Nancy Stiner to have the entire Library Policy Manual scanned and made available electronically to staff and the public; currently only parts of the Manual are online. Hard copies of the Manual will be available at all service desks. New staff would be made aware of the electronic and hard copies of the Manual and required to sign off on a form indicating they had been informed. Some minor changes will be brought for Board approval before completion of the project.

**BOARD MEMBERS' AND CITY  
REPORTS**

Farmer asked Goehring to update the trustees on the roof repairs. Goehring had talked with Martel Construction May 18. He plans to approve the ordering of materials and is talking with the insurance company. Work will not start until August, and he does not know long it will take or if parts of the building will be accessible during the work. City Manager Kukulski reported that he received budget reductions from all departments, including the Library. The budget will be presented to the City Commission in June with a variety of options to reduce the mill levy. Vacancy savings and the Reserve Fund might be included. Mathre updated the Board on the search for a new director. Hartzell-Mika Consulting sent 24 applications received by the May 13 deadline and recommended 7 for consideration. Mathre sent the applications to City's Human Resources Director Pattie Berg. The Board agreed to ask the members of the original search committee if they would like to participate on the new committee. Berg can turn the documents into PDFs and send to members via email or an appointment can be made to view them at the HR office in City Hall. Candidates chosen for further consideration will have Skype interviews and the final three will be invited to Bozeman. Brown asked that definite dates be set in advance for the Skype interviews. Farmer's last board meeting will be June 15. He plans to apply for a second 5 year term.

**ADJOURNMENT**

The meeting was adjourned at 6:20. The next meeting will be Wednesday, June 15, 2011 at 4:00 p.m. in the Library/Board Staff Conference Room.