

Bozeman Public Library Board of Trustees Regular Meeting
Library Board/Staff Conference Room
Bozeman Public Library
Wednesday, November 18, 2009
4:00 P.M.

ATTENDANCE

Present: Trustees: Ron Farmer, Chair; Holly Brown; Jacki McGuire; Judy Mathre; Donna Swarthout; Paula Beswick, Foundation; Lois Dissly and Terri Dood, Staff; and Alice Meister, Director. Guests: Zak Zakovi, Plum Street Studio; Brit Fontenot, Assistant to the City Manager; and Collin Letts.

CALL TO ORDER

The meeting was called to order at 4:03 p.m. by Chair Farmer.

**ITEM FOR DISCUSSION:
BOZEMAN SCULPTURE
PARK BOARD AGREEMENT
FOR USE OF LIBRARY LAND**

Chair Farmer changed the agenda to allow for discussion of the Bozeman Sculpture Park (BSP) Board License Agreement for use of Library Land. BSP members in attendance are Zak Zakovi, Director; Collin Letts, Vice Director; Brit Fontenot, member; and Meister, member. Mathre moved to approve the License Agreement for Use of Library Land from the Bozeman Sculpture Park Board pending approval of the 501(c)(3) designation, insurance when sculptures are in place, and the correct spelling of "Liability." Brown seconded, and that motion was placed on the floor for discussion. Fontenot noted that the BSP Board has applied for its 501(c)(3) designation from the IRS, but approval is still pending. Zakovi made a presentation noting his previous Board presentation in February 2009 where the Trustees requested a written land agreement from the BSP. He also made a April 27, 2009 presentation to the City Commission, which endorsed the proposed Bozeman Sculpture Park plan as Mayor Kaaren Jacobson noted in a June 8, 2009 letter. He also said there was a question in the Agreement about an initial period of five years beginning December 1 of this year, which would be automatically renewable for successive three year periods unless terminated by written notice of either party. He wondered whether one period of time was better than the other, but the Trustees were comfortable with the way the Agreement was written. Assistant City Attorney Tim Cooper sent an e-mail saying that he has reviewed all drafts of the Agreement, and he felt there wasn't anything more the Board needed from the City in order to move forward. Farmer questioned whether the spurs or feeder trails were included in BSP's maintenance, and he was told that they would be included since they appear on the BSP Master Plan. Swarthout asked whether the pods would be empty for a period of time and was told that a pod could be vacant for as long as a year, since more pods would be built than used. McGuire did not see that as a problem. Possibly benches could be added later, and Beswick said that a gravel substratum is planned for some of the current benches, so there is a possibility of coordinating on this. She said that a second bench has been damaged by a snowplow. Zakovi has met with the Parks and Recreation Department about the Park; there will be no need to plow the gravel paths to the pods in the winter. He noted that all of the City's concerns such as sprinklers would be addressed. Fund-raising will commence once the 501(c)(3) designation is received, and insurance will be put into place once the Park is established. McGuire noted that "Liability" is misspelled in Section Four. Once the Agreement is approved, the BSP Board will meet to approve it.

Action Farmer called for the question, and it was approved 4-0 based on meeting the conditions in the motion.

APPROVAL OF MINUTES The October 21, 2009 Library Board minutes were approved as submitted.

CORRESPONDENCE Meister received public comments which included requests to purchase certain DVDs and books. An individual requested a two hour limit on the public computers instead of one hour. Someone requested a trash can by the door so people opening the door with paper towels can dispose of them properly; there is already one trash can near the bathroom doors on the first floor and one at the reference desk on the second floor. A patron requested a stool in the family bathroom so children can wash their hands; stools are currently being constructed. Someone suggested a rule that babies and kids can't talk in the Library, since they are so loud. Two people commented that the Library needs to open at 8:00 a.m. one day a week and stay open later than 8:00 p.m. Another patron wanted more than seven days to read a new book; Meister called him to say that his period would probably be changing to fourteen days soon. A thank you e-mail and card was received from the Belgrade Community Library for a plant sent them by the Bozeman Public Library on the successful passage of its operating levy. A person who was having a hard time renewing on the Library's website received an e-mail from Dissly saying that staff would be providing some online instructions; Dissly asked for further input from the patron, which has not yet been received. A patron complained about ice between the cars in the parking lot and asked if that could be salted. A patron was alarmed to find that the Library had referred her to a collection agency (Unique Management) for an overdue material. Meister called her to explain that patrons receive three e-mail notices, a phone call, and three letters—all of which takes place over 120 days—before their credit record is affected. This patron thinks "keeping a personal touch to your interactions with your patrons would go a long way," but limited staff makes this difficult to accomplish. Meister received an e-mail from the National Parks Conservation Association, noting that attendance and response have been good at the Climate Change series. A reference staff member received an e-mail thanking the librarian and noted, "This is why we need our libraries—to retrieve important obscure materials such as this!" A patron felt his wife was treated poorly by Library staff; she wanted to donate her self-published book to the Library and asked for a book signing opportunity. Meister told her this was not possible due to limited staff and poor attendance at such programs in the past. There might be a chance for this author to come to the Montana Library Association (MLA) Conference next April to speak and sell her book. She was also told that her book would be added to the collection and that she might be able to speak at a young adult program. Her husband asked about Library policy regarding authors; the policy does not address authors specifically but programs in general, which was e-mailed to him. It says, "Programs for adults may be scheduled throughout the year as interest warrants. Speakers from community groups and businesses may be invited to present programs on topics of general interest or of a timely nature." Meister received a thank you for helping Yellowstone Public Radio. More racist literature was found in Library materials. On October 29 City Fire Chief Jason Shrauger e-mailed that the south Church Street alley is not a "required" fire access to anything, so the issue is now

resolved. The City can gravel the alley as planned, which will not violate current fire code requirements. He says, "If in the future, landowners decide to use the alley to meet fire code access requirements, they will be responsible for improvements."

FRIENDS OF THE LIBRARY REPORT

Meister reported that the Friends held their used book sale on November 13-15 and made a total of \$11,592.50 on the sale—\$525 on collectibles; \$1,025 on new memberships; \$28 on book bags; and \$10,014.50 on the sale of books and other materials. There was an article and picture in the November 16 "Bozeman Daily Chronicle". The next Friends' meeting is Tuesday, December 11 at 6:15 p.m.

FOUNDATION REPORT

Beswick said that Christmas Stroll activities are shaping up well for December 5 in conjunction with the Downtown Bozeman Partnership. The Foundation and Friends of the Library are helping to sponsor hay rides between Soroptomist Park and the Library. The decoration of Elle's Belles cookies will take place, which has become a signature event. There will be many kids-focused events. The Duplikates with Chrysti the Wordsmith and "Music & Meanings" attracted 86 people at the last "Exploring the Arts" program on November 16, the last one of the year. Next year's line-up from January through May is already scheduled, starting with *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. February brings tap legend Katherine Kramer in celebration of Black History Month. And March will bring traditional Celtic music in honor of St. Patrick's Day. The essay writing classes have wrapped up for the year; due to their popularity, three are planned for the spring. The opening reception for photographer Lee Silliman was very successful with approximately 55 people attending. Silliman gave a short presentation about his work. Mom and Babies Yoga has started again on Tuesdays at 11:00 a.m. with instructor Karen Averitt, who volunteers her time. The *Cornerstone Celebration* will be April 17, and several committees are already working on the program, silent auction, and nominations for the award. Laura Prindiville will distribute the nomination criteria and form shortly. The Foundation will arrange for the Library to be decorated on December 1 before 10:00 a.m. Beswick and Meister have met with Sarah Glover about the Library Retreat for the boards scheduled for January 29-January 30. The first One Book-One Bozeman 2010 meeting was held on November 13 with a discussion of possibly having two books—a memoir and a novel with literary content. Beswick and Meister also met with Stephen Johnson of GVLТ to talk about signage for the trail system and other discussion points regarding the grounds and GVLТ's plans for the trail system. Meister is getting bids on the trail sign for the arch on the east side of the building, where the Main Street to the Mountains Trail begins. Cindy Christin, Beswick, and Meister met with Marsha Karle to discuss the possibility of Karle doing a painting of the Library to use as needed, such as possible postcards, notecards, and posters. Karle hopes to complete the painting by the *Cornerstone Celebration* in April. Beswick is working on final grant reports, the 2010 Foundation budget, a fund-raising plan, and an end-of-the-year appeal letter. The next

Foundation Board meeting is Thursday, November 19 from 1:30-3:00 p.m. There will be no December meeting.

DIRECTOR'S REPORT

Meister noted that the October statistical report showed a 5.6% in circulation along with a 50% increase in adult programs and a 49.69% increase in attendance. There is a 3.96% increase in door traffic. Website visits have increased nearly 74%, and reference and information questions increased 6.11%. At 37.5% of the fiscal year completed, there is 69.45% left in the budget. Nikki Didier began work as a 35 hour per week Library Aide II on November 2. Two circulation substitutes—Jessica Sweet and Katy Chambers—have been hired and are currently receiving training. All staff is taking the City's ethics training. There is an all-staff meeting on Friday, December 4. The Reference Department staff received additional training in "Legal Reference for Public Librarians" on October 30. Pam Henley, Beth Boyson, and Mary Ann Childs met with a RightNow Technology staff member to learn more about the FAQ (Frequently Asked Questions) feature on the Library's website. And there have been many hits on the FAQ feature. Ginger Norton returned to work in the Children' Department at the end of October. A fourth Experience Works person will be working 18 hours a week. There is a new look to the Library newsletter, and the Marketing Committee is eager to receive comments. Also three MSU students are doing a survey of library users and non-users and will be presenting their findings on December 7 as part of their Library Marketing Plan. Meister met with 3M salesman Shawn Brumley and Integrated Technology Group (ITG) saleswoman Candice Oliver. Both should have submitted quotes shortly, so that the Library can make a decision on its RFID vendor and start an implementation timeline. Meister contacted Assistant City Planner Courtney Kramer about helping with a Library grounds master plan, to which she was amenable. Several staff and Meister attended the MLA Public Library Division (PLD) retreat at Chico Hot Springs on October 25-26. Parmly Billings Library is planning a branch library in conjunction with the MSU-Billings College of Technology, which will take place some time when funding is available. Also a MLA meeting was held to discuss the conference among other issues. Programs have been selected for the April 7-10, 2010 conference. The Children's Department is having a staff meeting on November 20. Their recently launched Science Night meets monthly and has been successful. Also the Lego and Chess programs have been well received, and a new Go (a Chinese game) series will start shortly. Christin is working on the January 18 Martin Luther King program. The Climate Change series concludes this week with a talk by Gary Ferguson on climate change in Yellowstone Park. Carol Polich's photography program attracted 25 people on Sunday, November 8.

There were none.

**BOARD MEMBER'S AND
CITY REPRESENTATIVE'S
REPORTS**

PUBLIC COMMENT

There was none.

ADJOURNMENT

The meeting was adjourned at 5:20 p.m. The next regular Library Board meeting will be Wednesday, December 16, 2009 at 4:00 p.m. in the Board Room.