

**Bozeman Public Library Board of Trustees Regular Meeting  
Library Board/Staff Conference Room  
Bozeman Public Library  
Wednesday, November 17, 2010  
4:00 P.M.**

**ATTENDANCE** Present: Trustees: Ron Farmer, Chair; George Cole; Judy Mathre; Jacki McGuire; Paula Beswick, Foundation; Carson Taylor, City Commission; Lois Dissly, Staff; and Alice Meister, Director.

**CALL TO ORDER** The meeting was called to order at 4:04 p.m. by Chair Farmer.

**APPROVAL OF MINUTES** McGuire moved to accept the October 20, 2010 Library Board minutes, Cole seconded, and they were approved unanimously.

**CORRESPONDENCE** Meister received public comments which included one from a person who felt the Library had remarkably few books for such a large population, which s/he guessed to be 100,000. However, the Library's service population is 47,805, which means approximately three books per capita. Several indecipherable comments were received. An individual felt that American and Japanese graphic novels should be separated due to their vastly different subject matter. A person suggested that fines should be accrued only until the books are returned, at which point the fines are waived. A staff member reported that a patron was upset because he thought he had a book on hold and it turned out to be a kit; the staff member wondered if this problem could be clarified on the library catalog. An individual recommended that the Library get a phone booth or similar structure for people who need to use the phone but don't want to disturb others. A young individual wrote, "I love the Library." A regular user wrote to say that his materials were due on November 2, when the Library was closed for Election Day, and he received a notice; staff notified him that accommodations would be made but books drops are always available. Someone requested that the Friends book sales be added to the Frequently Asked Questions (FAQ) on the website, which was done. Someone queried whether the computer keyboards were sanitized regularly, which they are not due to the turnover of users, but hand sanitizer is available at the Computer Services Desk. An individual was upset by a staff member she claimed was very rude and felt the Library was "incredibly noisy!!" An individual suggested that the Great Courses DVDs circulate for more than a week. Someone requested more jumbo crayons for the children's library, which will be purchased. An individual felt that patrons should be able to use idle computers when the hour time limit is up or that more public computers should be purchased; staff is investigating extended usage of several computers on quieter days. An individual wondered whether her program could be listed on the Library's calendar, which is not done due to the amount of programs that would need listing. A member of the Montana Friends of Jung Board wrote to thank the Library for co-sponsoring a series of programs with them; she said, "The Library is certainly an asset to our community." Zak Zakovi sent a letter noting that he had resigned from the Bozeman Sculpture Park Board due to a conflict of interest, as his sculpture will be exhibited in the inaugural exhibition scheduled for August 28, 2011. Greater Victoria Public Library wrote to thank Meister for capital campaign literature she had sent to them. Assistant City Attorney Tim Cooper

wrote regarding the remediation and cleanup of the Library site, formerly the CMC site, which was completed in 2003 for a total of \$2.4 million. In 2006 the City agreed to act as the lead potentially liable party to complete remedial actions on the grounds around the Library. Cleanup work began in early 2009 and was completed in June 2009 with a final report submitted on September 24, 2009. After one brief extension, the City submitted its revised report on January 22, 2010, and on June 14, 2010 the City received notice from the Department of Environmental Quality (DEQ) that except for revegetation requirements the City had completed cleanup. The total cost of remediation of both the Library site and the adjacent properties was approximately \$4.75 million with the City receiving 79% of those eligible costs from the orphan share. The total recovery of remedial action costs is \$4,236,148.61. No further action is required at the facility, and DEQ proposes removing the facility from the Comprehensive Environmental Cleanup and Responsibility Act (CECRA) priority list. A required public comment period began on October 22 and will end on November 20, 2010. The DEQ Director noted that "The City's cleanup of its property at this superfund site is an impressive example of vision and collaboration . . . paving the way for construction of a new library that will benefit and enrich the community for years into the future."

#### **FRIENDS OF THE LIBRARY REPORT**

Meister reported that the Friends met on November 3 and decided to purchase several items for the Library. One is the Brandon Mead metallic triangular sculpture on the east side of the building located near the bridge. They also voted to purchase a new RFID pad workstation for the circulation desk, math pamphlets and a bulletin board for the children's library, and shades and an art hanging system for the Teen Study Room. Their used book sale took place on November 12, 13, and 14 with the used book bag sale from noon to 2 p.m. on Sunday. The Friends will also be selling Paula Poundstone's books at her next performance, which is scheduled for November 19 at the Ellen Theatre. Their next meeting is scheduled for November 30 at 6:15 p.m.

#### **FOUNDATION REPORT**

Beswick reported that she had received a thank you from the Montana Library Association, as both the Foundation and Friends are contributing \$250 for Library Legislative Day scheduled for January 18, 2011 in Helena at the State Library. There were 1,023 people counted at the various events during the Children's Festival of the Book. Though there was an overlap of attendees, this is an excellent number; the Festival featured Newbery award winning author Lois Lowry, who was a huge draw as was Montana picture book author Karma Wilson. Over \$4,000 worth of books was sold by Borders; the Foundation will make over \$1,200. Also Beswick had received a \$1,500 Humanities Montana grant for the Festival. There were 87 people at the "Exploring the Arts" program featuring Broadway tunes. Beswick gave a talk at Aspen Pointe, and there was a good turnout. On December 2 there will be a Library decorating party in preparation for the Christmas Stroll events on Saturday, December 4. Costco is providing free cookies starting at 2 p.m. with ornament making scheduled in the Children's Room. Rhonda the Rodeo Queen will perform several times along with choral music interspersed during the afternoon and evening. Lindley Perk will be offering a hot chocolate special. This year the Foundation is one of the Stroll sponsors. On December 21 the Foundation will be wrapping presents at Borders from 9 a.m. to 9 p.m. Planning is underway for the Cornerstone

Celebration next April; this year's Cornerstone Celebration winner George Cole will be on the nominating committee. This past year the Foundation gave \$283,602 for stack lighting, \$40,176 for programs, and \$50,481 for other allocations for a total of \$374,259. Beswick is working on the end-of-the-year appeal letter as well as next year's budget. She is also working on the donor base software. The Foundation's website with on-line giving is live. Several members are leaving the Foundation Board, and new members who will serve a three year term are being sought. The December Foundation Board meeting date is yet to be determined.

## **DIRECTOR'S REPORT**

Meister noted that the October statistical report showed a 14.62% increase in circulation. Non-print usage increased 25.02% with nonfiction second at 11.79%. Fiction was third with an 11.29% increase, but magazine usage was down 3.73%. Questions asked were down 10.76%, but website visits increased 66.09%. Meeting room usage and children's program numbers were down, but adult library programs and children's library program attendance increased. Door traffic decreased 10.57%. The FY2011 budget showed 69.3% remaining at 37.5% of the year completed. Two half-time Library Aide II positions are being advertised both internally and externally. After those people are chosen, the substitute positions for Library Aide II will be filled. Also Library Assistant substitute positions are being advertised. The three half-time Library Assistant positions have been offered to Carmen Clark (Interlibrary Loan), Gail MacMillan (Information Desk and Volunteer Coordinator), and Katy Chambers Lowder (Information Desk management and other duties as assigned). The stack lighting is now totally completed, and LucaLight President Ryan Sherman will send photographs. The lights look especially warm and inviting on these dark wintry nights, and appreciation goes to the Foundation for making them possible. There is a monitor in the Atrium Gallery that will soon be displaying Library events. Also the Library has purchased a subscription to BookLetters, which will allow staff to promote library materials more effectively. There will be a Library Volunteer Party on December 16 from 4-6 p.m., to which Trustees will be invited to thank them for their service on the Board. On November 12 Library management staff met with Missoula Public Library staff to discuss loaning materials through the Partners Group, which would mean quick access to thousands of items. An individual approached the reference desk to request that staff call the Police about a woman who had handed him a note that said "sex offender" on it. It was recommended that he use the free telephone on the first floor to call the Police himself. Meister contacted Lieutenant Rich McLane, who said that this man is a registered violent offender but unless he is breaking the law or being violent, the woman cannot harass him because of that. She has some mild history as well. The Police will likely not make any contacts with either party, but staff should document any contact it has with either one of these people.

## **ITEMS FOR DISCUSSION/ACTION: PARTNERS PROJECT; LIBRARY DIRECTOR SEARCH COMMITTEE/EXIT INTERVIEW**

Meister reported that she and the Department Heads met and decided not to pursue joining the Partners Project at present, which would involve loaning materials to other libraries via the Courier Pilot Project. The concern was the extra twelve or more staff hours that would be needed each week. Also the Courier Pilot Project might end next year; if it does, the Library would have to pay \$5,000+ for bus service to transport these materials. Also our Library is RFID and the rest are not, so it would require reverting to scanning bar codes after teaching patrons how to check out RFID materials. If the Montana

legislature approves funding to continue the Courier Project, staff is eager to join Partners at that point in time. Also Dissly was hoping to see the results of a time motion study on the cost effectiveness of joining Partners, and no such study has been done. Regarding the Library Director search, no applications have yet been received. The committee met and went over the screening tool. There will be phone interviews using these questions to screen candidates down to three to five candidates who will travel to Bozeman for interviews with the Trustees. Trustees will come up with questions for the final interviews. The City Human Resources Director said there should be no negotiations on salary (\$69,554-\$76,644), but Cole felt there should be some leeway there as the Trustees set the director's compensation according to MCA 22-1-310. There will be an exit interview with Meister at the December 15 meeting, which will be her last.

#### **BOARD MEMBER'S AND CITY OFFICIALS' REPORTS**

Taylor reported that the City is finalizing the Capital Improvements Program (CIP). Library CIP requests include a public address system for the Library, a self-check station for the second floor; and a microform reader-printer. He said that the Depreciation Fund had been approved and should be utilized next year if possible. McGuire had recently attended an all-day Trustee workshop in Missoula presented by Pat Wagner of Pattern Research in Denver. She passed out a governance sheet showing that the Board and Library Director should collaborate on strategic planning, which is then approved by the Trustees. She suggested a five minute strategic planning update at each Board meeting. Also Trustees should work on getting a replacement when they leave the Board and try to get younger people to attend. McGuire gave a specific example of a person who applied for the Board who was not selected but should be encouraged to attend. McGuire suggested that someone from the community or a non-profit attend a Board meeting to discuss the future and their organization within a fifteen minute framework. She said Wagner gave a good definition of the difference between Friends (small amounts of money) and Foundation (large amounts of money). Beswick also noted that Friends groups are membership-based. Wagner said that Trustees should have business cards in order to promote the Library in the community. She felt the workshop was a worthwhile use of her time.

#### **ADJOURNMENT**

The meeting was adjourned at 5:25 p.m. The next meeting will be Wednesday, December 15, 2010 at 4 p.m. in the Library Board/Staff Conference Room.