

**Bozeman Public Library Board of Trustees Regular Meeting
Library Board/Staff Conference Room
Bozeman Public Library
Wednesday, November 16, 2011
4:00 p.m.**

AGENDA

1. Call to Order
2. Minutes of the October 19th, 2011 Board Meeting
3. Correspondence
4. Friends of the Library Report
5. Foundation Report
6. Director's Report
7. Items for Discussion/Action: Update on Library Roof Repair; Development of Library Depreciation Reserve Fund/City Capital Improvement Program
8. Board Members' and City Reports
 - A. Report from Deputy Mayor Sean Becker
 - B. Report from City Manager Chris Kukulski
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.

Bozeman Public Library Board of Trustees Regular Meeting
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Wednesday, October 19, 2011
4:00 P.M.

ATTENDANCE Present: Trustees: Ron Farmer, Chair; Judy Mathre; Jacki McGuire, Holly Brown; Chris Kukulski, City Manager; Paula Beswick, Foundation; Lois Dissly and Terri Dood, Acting Co-Directors. Guests: Tim Cooper, Assistant City Attorney; James Goehring, City Superintendent of Facilities.

CALL TO ORDER The meeting was called to order at 4:05 p.m. by Chair Farmer.

APPROVAL OF MINUTES McGuire pointed out that under the Friends of the Library Report, 501(c)(3) needs to be corrected. Mathre noted that in the Foundation Report Dr. Cruzado's first name should be Waded. McGuire moved to accept the September 21, 2011 Library Board Minutes as corrected and Mathre seconded. The minutes were unanimously approved as corrected.

CORRESPONDENCE Trustee George Cole originally submitted his resignation from the Library Board of Trustees, effective November 30, 2011, but sent out another email to the Board of Trustees changing the effective date to October 31, 2011. Dissly and Dood received an email from Kenneth Stocks, City Grants Specialist, notifying them that the Tourism Infrastructure Investment Program (TIIP) proposal for funding to benefit the Bozeman Sculpture Park (BSP) was not accepted, but he does hope to work with BSP to submit it again next year. The Detention Center was granted one of the National Network of Libraries of Medicine's Improving Health Literacy Grants, and Dood and Dissly received a note of thanks for writing a letter of support. The Bozeman Sculpture Park received one of the 2011 Bozeman Beautification Awards which will be presented on November 3 at Beall Park. Organizers of Occupy Bozeman notified Dissly and Dood and also City Hall that they were planning to assemble on the Library's rotunda on October 14. Suggestions and comments included a patron who suggested moving the giveaway boxes to another place because they detract from the donor signs and art in the foyer. A patron requested that we turn the air conditioner down as it is too cold in the Library. Another patron asked that the trees by the five minute parking be pruned. Staff members were thanked for the "wonderful" on-shelf holds service. A librarian from Townsend thanked Katie Biehl for the book lists she puts out for the public, and another patron praised Carmen Clark for her assistance at the computers and with the public scanner. A patron asked that loud music not be played in the computer room. A patron notified staff that three lights are out in the ceiling of the elevator. One patron thinks the artwork by the parking lot is "not special or appealing" and asked that it be reconsidered. Two incidents were reported. One related to a phone message from a patron claiming that another patron was harassing her at the Library. Police Lieutenant Rich McClain was consulted, and the patron with the complaint was notified that since no Library policies or laws were broken, there wasn't much the Library could do to help her unless she

gets a restraining order. The other incident occurred in the parking lot as a Foundation employee was leaving and was approached and threatened by an angry person.

FRIENDS OF THE LIBRARY REPORT

The Friends of the Library will welcome our new director Susan Gregory at the Friends' Annual Meeting on October 28, from 6-8 p.m., at the Library. A silent auction will feature collectible books and donations from local businesses. Prizes will be raffled off, and there will be music by Basement Jazz. Food and drinks will also be served. Friends are renegotiating the coffee shop lease with the current owners.

FOUNDATION REPORT

The 4th Annual Children's Festival of the Book, featuring three authors and illustrators, will be November 5. The Foundation will meet on October 26. Michael Redburn resigned from the Foundation, but Deb Redburn agreed to fulfill the rest of his term. The Foundation is working on the 2012 budget. College Prep Week, consisting of three workshops, is October 24-27. Beswick will meet with Matt Caires, the new MSU Dean of Students, on October 25 to discuss ways to connect the Library with MSU students. On November 10, Kay LeClaire, the oldest woman to summit the seven highest peaks, will speak at the Library, co-sponsored by Northern Lights. The Artist Opening Reception for Sandee Barry Mills, *Horses of the Gallatin Valley*, had over eighty guests. Katherine Kramer's seven-part dance Artist in Residence Program was very fun. The flagpole has been installed in the Travis Atkins Memorial Grove as Nelson Brown's Eagle Scout Project. There will be a flag raising and dedication ceremony on Veteran's Day, November 11, at 4:30 p.m. High School Jazz Band students will be featured at the last Exploring the Arts event on November 14. Plans are underway for the Christmas Stroll. A work study student will be hired soon and will work 5-10 hours per week. Beswick put a welcome ad for Susan Gregory in the November *Montana Parent Magazine*.

DIRECTOR'S REPORT

The September Statistical Report showed increases in website visits, adult program attendance, meeting room usage and door traffic. Circulation continues to show a slight decrease. The budget report shows 79.05% remains in the budget while 67% of the budget year remains. The five laptops we received as part of the Broadband Technologies Opportunity Program (BTOP) will start circulating next week. On October 13 Pam Henley and Dissly met via conference call with Sarah Elkins, BTOP Compliance Officer, to review details of our Library's participation in the BTOP grant. Dissly also participated in a conference call about applying for E-rate to pay for the costs associated with upgrading the Library's broadband services. Dissly attended the Montana Shared Catalog Fall Meeting on October 7 at The Commons in Bozeman. Beth Boyson and Jamie Johnston attended the Academic Special Library/Public Library Retreat in Chico, October 16 and 17; Cindy Christin presented an overview of the new Every Child Ready to Read project at the Retreat. Dood met with other Broad Valleys Federation directors on a conference call September 27. She also attended the Greater Gallatin Homeless Action Coalition October 13. Dood and Dissly attended the City's HPO meeting October 11. The City's tentative Social Media Policy was discussed as was the newly codified municipal code. The Children's staff attended a program at the State Library's Fall

Workshop on the importance of play in libraries, presented by Marisa Conner, Baltimore County Public Library Youth Services coordinator; another workshop on block play was presented by Linda Clark and Cindy Christin. On October 7 and 8, the Library hosted the first-ever Ready 2 Read Rendezvous, sponsored by First Interstate BancSystem, for over 45 children's librarians in Montana. Carmen Clark was hired for the fulltime Librarian I position in the Reference Department, and Mary Braun was hired for the fulltime Library Aide II position in Circulation. The Children's Department is interviewing for two substitute positions, and a halftime Interlibrary Loan position is currently being advertised. The survey we conducted during the month of September was completed by 76 patrons. The majority of patrons indicated they visit the Library weekly to check out materials and put items on hold. They also use the Library's website regularly. Over half of those surveyed rated staff assistance as excellent. Comments about being open longer hours on Sunday during the summer as well as complaints about the parking lot were the most frequently mentioned.

**ITEMS FOR DISCUSSION/ACTION
UPDATE ON LIBRARY ROOF REPAIR;
DEVELOPMENT OF LIBRARY
DEPRECIATION RESERVE FUND/CITY
CAPITAL IMPROVEMENT PROGRAM**

The Library roof has had ongoing leak and condensation problems since construction. Goehrung stated Martel Construction and StudioForma Architects have been responsive to leaks at the Library, and the number of leaks has been reduced, but not eliminated. Goehrung believes the problem is due to the expansion and contraction of the metal roof. A revised roof plan has been prepared by StudioForma to resolve the leak and condensation problems. Goehrung says a portion of the roof and skylight repair costs will be covered by insurance due to hail damage during the summer of 2010. Goehrung has given StudioForma and Martel Construction until mid-November to provide a formal proposal to the Library and City with assurance that the roof will be taken care of and any related costs above what insurance will pay for hail damage will be covered. It is important to get some contract agreements in place and a schedule for the benefit of the insurance company and also so the Library staff can plan for closure. Kukulski believes the Library's depreciation reserve fund should be saved until the agreements with StudioForma, Martel Construction and the insurance company are in place. McGuire stated that the Board had planned to wait for direction from the new director on how to proceed with the Library depreciation fund. It was suggested that an independent entity be hired to confirm that the revised roofing plan will fix the leaks and condensation problems. Brown noted if an alternate material is used to repair the hail damage that is less expensive than the original material, insurance should still pay the higher price. Mathre noted she had been at a Foundation Board meeting and had been questioned about the roof repair. She asked Goehrung to attend the next Foundation meeting.

**BOARD MEMBERS' AND CITY
REPORTS**

George Cole's resignation is effective at the end of October. Once Aimee Kissel, Deputy City Clerk/Citizen Advisory Board Coordinator, has been informed, the vacant position will be advertised.

ADJOURNMENT

The meeting was adjourned at 5:15 p.m. The next meeting will be Wednesday, November 16, 2011 at 4:00 p.m. in the Library Board/Staff Conference Room.

