

**Bozeman Public Library Board of Trustees Regular Meeting  
Library Board/Staff Conference Room  
Bozeman Public Library  
Wednesday, October 20, 2010  
4:00 P.M.**

**ATTENDANCE**

Present: Trustees: Ron Farmer, Chair; Holly Brown; George Cole; Judy Mathre; Jacki McGuire; Paula Beswick, Foundation; John Gallagher, Friends of the Library; and Alice Meister, Director. Guest: City Attorney Greg Sullivan.

**CALL TO ORDER**

The meeting was called to order at 4:01 p.m. by Chair Farmer.

**APPROVAL OF MINUTES**

Cole moved to accept the September 15, 2010 Library Board minutes, Mathre seconded, and they were approved unanimously.

**PUBLIC COMMENT**

Chair Farmer changed the agenda to allow for comment from Sullivan regarding the effect of the open meeting laws upon the library director search process. Since the Library Director Search Committee was selected and empowered by the Library Board, these laws apply to this group. Sullivan said there should be an effort to balance the public's right to know with the privacy of the job candidates. He suggested that each search committee meeting be posted on the City's and Library's websites, noting that the public is welcome to attend. When individual candidates are discussed, the Trustees and/or Committee would go into executive session, thus excluding the public. When the Trustees deliberate about the final candidates, those meetings would be open to the public. Applicants should know via the job announcement that these interviews are open to the public; thus the process becomes similar to the City Manager search process, which took public comments into consideration. It is entirely up to the Trustees whether they wish to announce the finalists. The Library has a policy regarding posting public notices about Board meetings, so that process should be followed as well. On a different matter, Sullivan noted that a Department of Environmental Quality (DEQ) payment will take place soon, and he will let the Board know more information. He left the meeting at 4:15 p.m.

**CORRESPONDENCE**

Meister received public comments which included one from a person renewing his suggestion that the "Wall Street Journal" be kept behind the desk due to articles being cut out of the paper. This is currently being done. Someone recommended that people owing fines should not be allowed to use the Library, including the computers. A patron suggested the Library purchase a specific book on cancer. Bozeman Deaconess Foundation apologized for some hospital logos that were sprayed on the Library sidewalks by an enthusiastic volunteer, who also sent a note of apology. No damage was done. The Parmly Billings Library Foundation Director sent a thank you to Meister for her help with their capital campaign. The retiring Hamilton County Library Director sent thanks for a retirement card sent by staff. A woman from Kazakhstan wrote to say that she used the Library in 2007 and liked it very much because of the atmosphere and convenience. Someone noted that the "computer librarian is a Nazi." A staff member wondered about getting an outdoor mailbox, which has been attempted with no success. Someone requested that the no smoking rule on Library grounds be enforced and felt larger signs would help.

Someone who was bringing her family to the Library felt it was “the best place in Bozeman!” A patron requested a Quick Books class. Comedian Paula Poundstone sent Meister a cat postcard saying she would return November 19 for her next concert. Montana Center for International Visitors (MCIV) sent Meister thanks for speaking to their visitors about the Library. A visitor thanked the Library for bringing Nomkhbulwane to Bozeman and sent a PowerPoint presentation about Nomkoo. Karolyn Grimm requested that her library hours be cut from full-time to half-time, as she is pursuing her master’s degree in library and information science. Mary Keefer will be resigning her Library Assistant substitute position effective December 1, though she is flexible on that date. DEQ sent a document regarding the CMC Asbestos Bozeman facility, which allows for a 30-day public comment period from October 22-November 20, 2010 about the reclamation.

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

Gallagher reported that Colleen and Tom Johnson have sold Lindley Perk Coffee Shop to Jason, Karen, and Gary Cargill. The business name and hours will remain the same. Jason Cargill’s customer service record has been excellent, so Gallagher felt there should be a good transition. The Friends will have their annual meeting on October 21, where there will be an auction of collectible books and other items along with food and drink from 5-7 p.m. The next used book sale is scheduled for November 12-14. The Friends will also be selling Paula Poundstone’s books at her performance at The Ellen Theatre on November 19. Unfortunately these books did not show up on time for Poundstone’s last performance. New board members are being sought; the next meeting is scheduled for November 3 at 6:15 p.m.

#### **FOUNDATION REPORT**

Beswick reported that the One Book-One Bozeman (OB-OB) series of programs ended on a high note with the Longboard Deck Art Contest garnering sixty submissions. Over fifty people attended the September 30 reception with Kevin Connolly, where four winners were announced with a tie for Best of Show. Other organizations have expressed interest in bringing in Connolly for their programs. The first *Exploring the Arts* program on October 18 featured composer, musician, and teacher Eric Funk and his pentalogy “Beyond Time,” which opens a dialog between the humanities and the sciences. Funk won a 2010 “Artist’s Innovation Award for Literary and Performing Arts” from the Montana Arts Council for this project. The November program in the series will feature Broadway tunes with local performers Linda Terry and Robert Worobec. There is an art reception for Annie Bailey on October 29, as her works will be on display through the end of the year. The Children’s Festival of the Book will feature Lois Lowry on November 6. There will be a reception for her on November 5 from 5:30-7:00 p.m. She will be featured on the November 5 “This Week” cover and Cole’s *RealTime* radio program on October 25 on KEMC/KBMC. Her book “The Giver” will be discussed at the November Book Club meeting. Beswick will be discussing volunteer services at a November 4 Aspen Pointe program. The college preparation classes are underway, and events are being planned for the December 4 Christmas Stroll. Beswick is working on the 2011 Foundation budget. Susan Quarles is stepping down as president, and Heather Jernberg and Jennifer Morrical have left or will be leaving the Board. The annual Board Retreat normally held in January will wait until a new library director is hired. The next Foundation Board meeting is scheduled for Tuesday, October 5 at 9:30-11:30 a.m. in the Board Room.

## DIRECTOR'S REPORT

Meister noted that the September statistical report showed a 15.7% increase in circulation. Non-print usage increased 28.19% with nonfiction second at 13.32%. Fiction was third at a 11.18% increase, and magazine usage was up 4.22%. Questions asked were down 15.68%, but website visits increased 87.82%. Meeting room usage and children's program numbers were down, but adult library programs and children's library program attendance increased. Door traffic decreased 9.9%. The FY2011 budget showed 75.97% remaining at 29.16% of the year completed. The Library was closed October 15 for an in-service day, and staff was paid to attend the training on customer service, difficult people, and technology. Evaluations were good. The Library is currently advertising for substitute staff to work at various desks. An additional half-time Library Aide II position has been advertised. Also three half-time Library Assistant positions have been advertised internally: one to handle interlibrary loan and the other two to work on the Information Desk and other professional support duties as assigned. The Sculpture Park Board met September 23 and voted to move ahead with an Invitational Sculpture Show next fall, 2011. The initial concept is to install nine pedestals and have nine sculptures on display south of the Library along the trail. Terry Karson would be the curator. Sweet Pea Landscaping is preparing the Library grounds for winter. Work began on the skylights and roof on October 4. Meister attended the Montana Shared Catalog meeting in Great Falls on October 7-8, where webscale management services were discussed. Circulation, acquisition, serials control, and cataloging can be moved to web-based sharing, thus reducing the total cost of operations and enhancing resource sharing in new ways for libraries. Meister also attended the Broadband Technology Opportunities Program (BTOP) in Helena, as the Library will be receiving 28 public computers (including two ADA workstations), media software, and wireless and broadband upgrades. The grant lasts three years. The Gallatin County Libraries Long Range Planning Committee will present their annual reports to the County Commission on October 26; a follow-up meeting with the Finance Director is planned. A committee meeting in Manhattan will follow that meeting. Nomkoo left the Library on October 4 with a goodbye celebration on October 3. Cindy Christin presented a program on Family Friendly libraries at the Public Library Division Retreat on October 17; she will also present a Ready2Read program at the Early Childhood Conference in Missoula on October 22. MSU Reference Librarian Jan Zauha and Meister gave a presentation on interns at the same Chico Retreat. Beth Boyson, Jennifer Lemon, Carmen Clark, and Lois Dissly also attended this retreat. Kathleen McPherson-Glynn, Dissly, and Christin attended the September 24-25 Montana State Library Fall Workshops. The new eBook collection available through OverDrive begins October 22. Meister was recently appointed to the statewide Humanities Montana Board for a three-year term, which starts January 2011. Patron complaints and incidents involved a transient patron who was volatile in the Computer Laboratory. Another individual was using the catalog stations for internet usage; he was warned for inappropriate usage of computers. Another frequent patron uses the computer catalog in the Montana Room for personal usage. An incident involved an individual who was masturbating in the Computer Laboratory next to a young woman, whose mother reported him. Meister asked him to leave, which he did. The Police were notified, and the patron was suspended for six months.

**ITEMS FOR DISCUSSION/ACTION:  
ALLEY BARRIER; LIBRARY  
DIRECTOR SEARCH  
COMMITTEE/EXIT INTERVIEW**

**Action**

Meister reported that Gary Gullickson had called to say he would not be able to attend the meeting to discuss the alley barrier. Regarding the Library Director Search Committee, a presentation brochure had been developed and printed by Beswick, who showed it to the Trustees. They liked the brochure and thanked Beswick for her work. Cole moved to accept the presentation brochure document for use by the Library Director Search Committee, Brown seconded, and the motion passed 4-0. The job description is ready to be published on the Library and City websites, and Jane Basile will take care of placing the advertisement in library professional journals/websites. The City's standard application form with a supplementary question added by the Committee is suggested for the selection process. The supplementary question covers management skills, collaborative skills, and strategic thinking/planning, the most crucial qualities and characteristics the Trustees felt a new director should possess. Mayor Krauss had recommended hiring a headhunting firm, but the Trustees felt the cost would be too high and that it could be handled by the Board. It was felt that the process could cost as much as \$5,000 for airfare and hotel expenses for the final applicants, which will need to come out of the Library's budget. Brown moved to accept the Position Vacancy Announcement and the City of Bozeman employment application form with the addition of a supplemental question, Cole seconded, and the motion passed 4-0. McGuire will let the City's Human Resources (HR) Department know that these documents have been approved and that HR's wording on an application submission date be used. The Selection Phase was then discussed. The Trustees decided that the Initial Review Committee should consist of the entire Search Committee (Mathre, McGuire, Kukulski, Krauss, Gallagher, Beswick, and Basile) instead of a smaller number of members. The interview process for the three to five finalists will not include a Stakeholders meeting, but there would be a public Meet and Greet one evening for all the finalists to which the stakeholders would be invited. The next day the finalists would meet the staff and interview with the Trustees while the Board is in Executive Session. Brown moved to approve the Selection Phase for the Library Director Search Committee, Cole seconded, and the motion passed 4-0. Telephone interviews would be used for the initial selection, and reference checks would be conducted after the finalists' interviews.

**Action**

**Action**

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

There were none.

**ADJOURNMENT**

The meeting was adjourned at 5:40 p.m. The next meeting will be Wednesday, November 17, 2010, at 4 p.m. in the Library Board/Staff Conference Room.