

**Bozeman Public Library Board of Trustees Regular Meeting
Library Board/Staff Conference Room
Bozeman Public Library
Wednesday, September 21, 2011
4:00 p.m.**

AGENDA

1. Call to Order
2. Minutes of the August 17, 2011 Board Meeting
3. Correspondence
4. Friends of the Library Report
5. Foundation Report
6. Director's Report
7. Items for Discussion/Action: Final FY2012 Budget
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 (TDD 582-2301).

Bozeman Public Library Board of Trustees Regular Meeting
Library Board/Staff Conference Room
Bozeman Public Library
Wednesday, August 17, 2011
4:00 P.M.

ATTENDANCE Present: Trustees: Ron Farmer, Chair; George Cole; Judy Mathre; Jacki McGuire; Holly Brown; Chris Kukulski, City Manager; Paula Beswick, Foundation; Lois Dissly and Terri Dood, Acting Co-Directors.

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

APPROVAL OF MINUTES Cole moved to accept the July 20, 2011 Library Board Minutes, Mathre seconded, and they were approved unanimously.

CORRESPONDENCE Dissly and Dood received public comments which included one from a patron requesting that we include sign up requirements on our online calendar because her son was very disappointed when he couldn't get into one of the Creative Workshops because it was full. A patron wrote that the sculpture on the northwest side of the bridge is dangerous, especially to bicyclists. The message was forwarded to James Goehring. Two patrons suggested that children's library cards have a different look than adult cards. A staff member suggested that we have step stools at the self checks by the Information Desk. One patron requested that we fix the faucets in the men's restrooms. Another patron suggested we be open on Sundays year round and also have cubbies where patrons can leave books if they need to leave the main part of the Library for a short period of time. Someone suggested we have the parking lot marked "For Library Use Only" because people attending an event at Bogart Park filled the lot so there were no spots left for Library patrons. A patron commented that the Library is too cold in the summer, and the air conditioning needs to be turned down. A patron from Columbia, IL commented on our "lovely Library" and noted how welcoming the Children's Room is. Another patron commented that [the Library] is a great big building with a small selection of books crammed in one person only aisles. Weeds on the north side of Peet's Hill concerned another patron. One person appreciated seeing *Three Cups of Tea* displayed and appreciated that the Library didn't "jump on the band wagon." Dissly and Dood received a check for \$1 from the Bozeman Sculpture Park, which is the annual payment mutually agreed upon by the Library Board of Trustees and the Bozeman Sculpture Park. Bridget Pitman wrote requesting information about the use of the Library community room on a regular monthly basis to hold a "mini" Project Homeless Connect event. Ali Vasarella, an intern for Centre Sky Architecture, requested information on local and regional construction waste management companies used during construction of the new Library. Dissly provided her with contact information for Mark Headley, Kath Williams, and Martel Construction. There were several email messages requesting that the Library purchase specific titles. Another email message suggested we add the amortization calculator to the Library's website. There were two incidents reported. One incident involved horses on the Library property. At times they were unattended and staff was concerned that curious onlookers might get hurt. The City Attorney's office provided

information about several ordinances that would prohibit horses from being tied up at the Library. Another incident involved two patrons who were having a verbal altercation over a computer.

FRIENDS OF THE LIBRARY REPORT

Friends have not met since the last Library Board meeting. The next Friends of the Library board meeting will be August 31 at 6:15 p.m.

FOUNDATION REPORT

Heeb's East Main Grocery sponsored a barbecue on August 17. They donated everything, and volunteers helped serve. Proceeds will be used for grounds maintenance at the Library. Beswick and SharlaRae Stuber attended a seminar on audits on July 27. The Foundation has a new investment strategy assuming a higher risk which has the potential for higher returns. The Foundation has neared its projected fundraising goals for the year. The Foundation made a \$2000 donation for the Bozeman Sculpture Park to sponsor the bird bath sculpture. Local artists Terry and Whitney Hall, who have shown in the Atrium Gallery, are hosting an art social and silent auction on August 27 at the Cobalt Studio with proceeds benefiting the Library Foundation. Marsha Karle's exhibit is still up at Sola Cafe through September. A portion of sales has already netted over \$500 for the Library Foundation. Attendance at the jazz series with Kelly Roberti is averaging more than 100 people. Plans are being finalized for the Children's Festival of the Book scheduled for November 5. The next Library Montana Project at Aspen Pointe will feature *Red Corner: the Rise and Fall of Communism in Northeastern Montana* by Verlaine Stoner McDonald. Over 550 people attended Pinky and the Floyd on July 31 for Day on the Green. The final concert will be the Hooligans on August 27. The Foundation sponsored 22 creative workshops in August. The Foundation staff will help the Library staff with a table at Catapalooza. One Book One Bozeman events based on the book *Between a Rock and a Hard Place* by Aron Ralston begin September 1.

DIRECTOR'S REPORT

The July statistical report shows an increase of 7.33% in door traffic but a 6.14% decrease in circulation. The fiscal year 2010-2011 expenditures are not final yet, but total operating and maintenance will reflect a negative balance due to director search expenses. There will be over \$200,000 left in personnel services which should go to the Library reserve fund. The Volunteer/Friends Office has been refurbished with funds from the Friends and the Foundation. The City has a new internal website. The public pay phone was removed due to lack of use. A regular IP phone has been put in its place. Dood attended a meeting of the Greater Gallatin Homeless Action Coalition on August 11 and a meeting of the Gallatin Libraries with County Finance Director Ed Blackman. Mary Ann Childs submitted her resignation as one of the Reference librarians, and Nikki Didier, a Library Aide II in Circulation, also resigned. Both positions are currently being advertised. Dood and Dissly attended the August 8 City Commission budget work session. James Goehring, Superintendent of Facilities, will meet on August 18 with representatives from Martel Construction, the architect, and the insurance company to discuss the roof repairs. There were 22 different creative workshops held this summer with 20-30 kids signed up for each workshop. The Foundation paid for instructor honorariums and workshop materials. The Friends sponsored a puppet show on August 18 and an Amazing Race Party on August 19 which ended with root beer floats. Regular children's programs resume in September. Beswick and Cindy Christin attended PNLA in Spokane.

**ITEMS FOR DISCUSSION/ACTION
FY2011-12 BUDGET UPDATE;
NON-MPEA SALARY ADJUSTMENTS;
LIBRARY DIRECTOR SEARCH
UPDATE; ONLINE POLICIES**

Action

No new changes have been made to the Library FY2011-12 budget although Commissioners have requested additional suggestions for possible cuts. Kukulski said at present he believed the Library vacancy savings would be cut from personnel services, but the remaining amount should go into the Library reserve fund for capital expenses. The sound system for the Library is in the Capital Improvement Program requests that are part of the City Manager's recommended budget for FY2012. Dood and Dissly presented MPEA Pay Ranges by position from the MPEA contract that was recently approved. They also presented the current pay of non-MPEA staff (excluding supervisory positions). It was moved by Jacki McGuire and seconded by Judy Mathre that retroactive to July 1, 2011, pay rates for substitutes should be at the market entry level of the current MPEA range for the job class regardless of the amount of time they have been in the position. If the substitute makes more than the market entry level, his/her pay rate will not change. Retroactive to July 1, 2011, the pay rate for part-time regular staff should follow the current MPEA pay range and pay plan rules for the job class. If the pay rate is at or over the rate according to the current MPEA pay range and pay plan rules, his/her pay rate will not change. The motion passed unanimously. Mathre reviewed the schedule for the interviews of the candidates, including meals. The interviews, which will be held on Friday, August 19, in the Library Board/Staff Conference Room, will be open to the public. A Board meeting will be held on Wednesday, August 24, at 4:30 to discuss the finalists interviewed and will go into executive session to protect the privacy of the candidates. Dissly and Dood showed the progress that Nancy Stiner is making on putting the entire *Public Policy Manual of the Bozeman Public Library Board of Trustees* on the Library's webpage. A representative from the Board is needed to review this. It was decided to continue discussion of this at the next meeting.

ADJOURNMENT

The meeting was adjourned at 6:02 p.m. The next meeting will be Wednesday, September 21, 2011 at 4 p.m. in the Library Board/Staff Conference Room.