Bozeman Public Library Board of Trustees Regular Meeting  
Library Board/Staff Conference Room  
Bozeman Public Library  
Wednesday, May 16, 2012  
Minutes

Attendance
Present: Board of Trustees Chair, Ron Farmer; Trustees Jacki McGuire, Judy Mathre, Jennifer Pawlak; City Manager Chris Kukulski; Tricia Gowen, City of Bozeman Human Resources; Bozeman Public Library (BPL) Foundation Director, Paula Beswick; Friends of BPL President, John Gallagher; BPL Director, Susan Gregory; BPL Department Heads, Lois Dissly and Terri Dood.

Guests: BPL Staff member Gail MacMillan, two members of the public: Joseph Keith (President) and Krissa Sprenger (Treasurer), Bozeman Sculpture Park.

Call to Order
The meeting was called to order by Chairman Farmer at 4:02 p.m.

Approval of Minutes
Jacki McGuire moved that the minutes of the April 25, 2012 meeting be approved as amended. Judy Mathre moved to approve, and Jacki McGuire seconded. The Board voted unanimously to approve.

Bozeman Sculpture Park Report
President, Joseph Keith, introduced himself and Treasurer, Krissa Sprenger, presented an update since last attendance. The Park won the Bozeman Beautification Advisory Board’s 2011 Beautification Award; they have hired a new curator for this year and plan to install 6 new pieces over the coming year. The Park’s grand opening is scheduled for August 25. The new curator has organized an event for June 9 called “Can Do”, with a smelter to recycle aluminum cans into art projects which will take place in conjunction with the Children’s Library’s “Summer Kick-Off” event. It was asked if the 6 new pieces would replace pieces currently installed; Mr. Keith explained that the 6 new pieces would be installed in addition to those currently displayed, and that their displays are on a 2-year rotation of which the current pieces have one year remaining. They will have a booth and give tours of the Sculpture Park during the Pride Celebration on June 16. The lecture series has been a success, the Park will begin their Kids and the Arts programs and workshops in conjunction with the Children’s Library, and they will be part of the Bozeman Art Walk during the summer of 2012. The BSP Board will be selling catalogs for $5 in the Lindley Perk coffee shop for a fundraiser, as well as donating a copy to the Library for patrons to check out.

Correspondence
Susan shared comments from Library patrons. There was a comment that the chairs on the Library’s second floor were “made for giants”; a request for more copies of popular titles; a comment which stated that the Library’s online catalog should be more user-friendly; a patron thought we should have automobile price guides (apparently unaware of Kelly Blue Book and Consumer Reports available at the Reference Desk); a Children’s Library patron was pleased that we have “The Mysterious Benedict Society”; a patron asked that the Library staff “shut up”. There was also some “inappropriate” correspondence which Susan invited to Board members to peruse if they so wish.

Friends Report
Friends President, John Gallagher reported that the Friends had organized a day for the public to drop off donations, to be held on June 2, 2012. The intent is to pre-sort donated items to streamline the selection and cataloging process. They are also looking into improving insurance coverage for the stockpile of books in the basement, for the dollar amount of book sales, recreation of records, and similar matters. The process for staff proposals (for equipment, materials, staff development, etc.) has changed; the Friends will now transfer funds in
a block to the City, which will act as the disbursing agent; receipts will now be submitted via Nancy Stiner to the City. New Governance Committee has been created to review, reorganize, and compile Friends policies, procedures, and bylaws. The Friends Board suggested a Memorandum of Understanding between the Friends and the Board of Trustees to clearly define their relationship vis-à-vis the Lindley Perk that could be referred to in the lease in lieu of redrafting; they propose that the Friends would assume all managerial duties with Lindley Perk. The Friends will present a first draft to the Board for review and discussion, hopefully within one month.

**Foundation Report**

Director Paula Beswick and Susan Gregory spoke with Steve Durbin of Gallatin Community Radio regarding use of the recording studio in the Large Meeting Room, as well as recording programs and events. The Living Your Passion series hosted the MSU African Society which was very well attended. Society hopes to promote exchange between MSU and South Africa, the hope being this series can help facilitate that. Photographer Thomas Lee will be at the Library on May 24 to present the next in the series on his work in Yellowstone. There is a new Yoga instructor, who is working out very well and is very enthusiastic about continuing the Yoga classes over the summer. Aspen Pointe hosted John Etgen for a talk on National Parks and Water. Painter Jim Barrett presented some of his works at Aspen Pointe on May 11 which was very well received. Paula met with Steve Michaud who presented the College Prep workshops, regarding a proposed workshop in August for parents of high school seniors on letting go. She also coordinated with the Bozeman Climate Partners and the City to promote sale of compost bins by the City via Library gardening display. The Foundation’s Art Committee will meet May 24 to review submissions. There have been about twenty submissions, from which the Committee will select those for 2013. Exploring the Arts will be on May 21. Matt Guernsey will present Celtic Love Songs. The Pride Celebration rally will take place at the Library, which will be the terminus of their parade; they will also present at least one program in the Community Room, and will screen the documentary film “In-laws and Outlaws” on May 25. The Foundation Board meeting will be held on May 31 (the time has changed to 8a.m.). Paula and Susan Gregory have registered for the annual ALA conference in Anaheim CA to be held from June 21 to 26. The Foundation Board meeting will be held on May 21 to discuss the Fiscal Year 2013 county budget. Mr. Blackman reported a projected 3.4% increase (an estimated $8000) to the county’s disbursement to the Bozeman Library’s operating fund, tentatively estimated to be $507,659. He also asked for the Board’s signatures on an additional expenditures form by May 25. The several Directors met afterwards to discuss accomplishments, goals, as well as performance measures and reporting to better reflect the evolution of library patrons’ habits and usage of libraries and their resources. On May 4, Susan and Lois Dissly attended the Montana Shared Catalog retreat in Lewistown, which included the State Library Commissioners, to discuss a new library management software contract proposal from SIRSI/Dynix and associated changes and upgrades, such as improved user access via a library's Facebook page. Susan is working with City Administration and Human Resources on the FY13 budget, which will be discussed at the City Commission's June 11, meeting. Susan and Circulation Department Head, Mary Jo Stanislao, have been working with two MSU librarians to discuss new ways to move materials between the Renne Library on campus and BPL. One potential solution is to arrange with HRDC for a Streamline bus stop outside the West entrance to the Library; Susan will contact HRDC President Jeff Rupp to discuss its feasibility. Susan was contacted early in May regarding collecting petition signatures at the Library; current policy forbids it, though a call to City Attorney Greg Sullivan established that it is a First Amendment right. They will review and amend the policy as
needed, and present acceptable guidelines to the Board for their approval. Susan distributed a Statement of Commitment and other materials from Ready2Read signed by Children's Department Head, Cindy Christin, on behalf of BPL indicating the Library's dedication to young children and early literacy. Finally, State Librarian, Jennie Stapp, has asked Susan to serve as a Member-at-Large on the Montana State Library Network Advisory Council, which is instrumental in advising the State Librarian and Library Commission on matters regarding Montana libraries.

**ITEMS FOR DISCUSSION/ACTION**

**FY2013 Holiday Schedule**

*Action* The Library's 2013 Holiday Schedule was presented to the Board; Jennifer Pawlak moved to approve the schedule as presented, and the motion was seconded by Judy Mathre. The Board voted unanimously to approve.

**Volunteer Background Checks**

*Action* Library Volunteer Coordinator, Gail MacMillan, presented justifications and recommendations for implementation of background checks on all Library Volunteers. She has been working with Tricia Gowen to revise the volunteer application to include a background check consent form, as well as means for Gail to manage the background checks on site. The policy will take into account the various types of volunteers, i.e. one-time volunteer projects if accompanied by staff, event/program presenters and organizers, ongoing volunteers, etc. Jacki McGuire moved to begin universal background checks on Library volunteers, Judy Mathre seconded. The Board voted unanimously to approve.

**Roof Repair Project Update**

James Goehrung, City of Bozeman Facilities Superintendent, was not present to report to the Board, thus there was no update on the Roof Repair Project.

**Library Summer Schedule**

Susan Gregory presented her suggestions for the Library's schedule for summer; options include possible Sunday afternoon hours, remaining open one hour later on Fridays, and keeping previous years' summer schedule. It was noted that Lindley Perk would have to be kept abreast of any potential schedule changes. Library staff will recommend a schedule at the June 20 meeting.

**City Reports**

City Manager, Chris Kukulski, reminded the Board of the June 11 City Commission meeting to discuss the City’s General Fund budget. The City is facing challenges meeting current needs, deferred maintenance needs, as well as resolution of a court dispute.

**Public Comment**

It was asked if any guidance had been received regarding publication or mention of the names of banned patrons. City Attorney, Greg Sullivan, advised Susan Gregory that due to privacy concerns, the names of any patron banned from the Library cannot be part of a public record, thus cannot be mentioned in emails, discussions, or minutes of meetings. Inquiry was also made regarding disposition of the audio record of Board meetings. City Manager Kukulski advised that due to the uncertain legal nature of the matter at this point in time, it would be best to keep them until otherwise notified.

**Adjournment**

There was no further business. Jacki McGuire moved that the meeting be adjourned. Judy Mathre seconded the motion. Chair Farmer adjourned the meeting at 5:25 p.m.