

Bozeman Public Library Board of Trustees Regular Meeting
Bozeman Public Library—Board Room
Wednesday, January 15, 2020
Minutes

Attendance Board Chair John Gallagher; Trustees Ken Spencer, Jennifer Pawlak & Kelly Dowdell ; Bozeman Public Library (BPL) Director Susan Gregory; Bozeman Public Library Foundation Director Janay Johnson; Department Heads Lois Dissly, Brittany Dolezal & Cindy Christin, Administrative Assistant Lauranna Cossins, City Commissioner Terry Cunningham. Friends of the Library President Pam Henley. Officer Connor Foley. Not Present: Trustee Ron Price.

Call to Order The meeting was called to order by Board Chair Gallagher at 4:00pm.

Public Comment Director Gregory asked Bozeman Police Officer Connor Foley to introduce himself to the Library Trustees and guests. Officer Foley explained that he volunteered to be based out of the Library for his duties when Bozeman Police Chief Steve Crawford announced that he was going to have an officer assigned more regularly to the Library for a security presence. Foley will come and go from the Bozeman Police Department (BPD) office on the Library's second floor and conduct regular walk-throughs of the Library and grounds. This is a proactive move by Library and BPD leadership to provide both Library security and positive community/police relationships.

Approval of the Minutes

Action Trustee Dowdell moved to approve the minutes from the November 20, 2019 meeting. Trustee Spencer seconded. No discussion. The Board voted unanimously to approve the minutes.

Action/ Discussion

Circulation Policy- Director Gregory presented the proposed changes to the Circulation policy to reflect that the Library is now fine free. Trustees reviewed and discussed the proposed changes in wording and removal of paragraphs that no longer apply with the Library becoming fine free. Gregory reiterated that patrons still must return Library materials within 30 days of the last due date or have their accounts blocked until the materials are either returned or paid for.

Action Trustee Pawlak moved to make the changes to the amended Circulation Policy. Trustee Dowdell seconded. No further discussion. The Board voted unanimously to approve the amended circulation policy.

Petition Policy- Removed from Agenda as policy is not ready to be presented. Will be added to the February Library Board meeting agenda.

Staff Planning Study- Director Gregory sent around a hard copy of the Staffing Planning Study Final Report which was prepared by Consultant Toni Garvey with Library Strategies. The consultant was requested to provide a broad based staffing study which was conducted this past winter. Gregory discussed the process consultant Garvey used, which was broken down into 3 phases; data gathering and analysis, peer analysis and staff engagement. An overview of the report was discussed. In conclusion per the report, consultant Garvey stated “Based on library usage, demographic and peer library data, as well as the Consultant’s on-site observations and input from library staff at all levels, Bozeman Public Library is providing excellent service to its community while being a responsible steward of the funding it receives from its residents. Staff resources are allocated appropriately and in a manner that enables the Library to accomplish its service goals. Staff numbers are adequate, but not exceptional. And with the population growth predicted for Bozeman, those staff resources will soon be inadequate.” Garvey, former Director of the Phoenix Public Library System, also recognized in final comments that the need for more staff for the Bozeman Public Library is real but future staff additions will also depend on available funding; this can be very challenging in a rapidly growing community. Gregory stated the department heads are reviewing and working to apply some of the recommendations and changes provided throughout the report. A copy of the staff planning study will be emailed to the Board for closer review.

Correspondence Director Gregory shared the following patron comments:

- Several very positive comments regarding the Library going fine free
- A patron donated twenty dollars to the Library Foundation. In her note, she stated that when she saw the library was removing fines to help remove barriers to public access she was moved to donate. “Thank you for keeping the public at the center of your thinking.”
- Our Volunteer Coordinator, Miranda Hoffman, had a conversation with a parent this month who was very excited to see that the library has gone fine free. Prior to reading an article in the paper regarding the Library going fine free, the family had decided to stop checking out books and coming to the Library due to the late fees when not able to return books on time. They are very excited to return to the Library.
- A patron was very excited about the Print Block making class. It was so popular that the Adult Programming staff will repeat this class again.
- A request for Minecraft diaries and stories.
- A patron requested a bike to check out.
- “Get more Books and give kids candy!”
- A patron requested the Library post a note above Children’s Playaways that replacement costs are \$90.
- A patron requested more access to Ebsco magazines.
- “The Children’s department is too hot.”
- “Hire Better Staff. Fire all the ones that are still here.”

Director and Staff Reports

Gregory provided an update on the Open Door Project that began on Jan 6, 2020. A calendar of our community partners and when they will be in the Open Door office was provided. All Open Door information is available on the Library website. Public feedback on our effort to provide patrons with the chance to talk directly with the Bozeman police and fire department leadership, social service providers, health providers, job service providers, legal aid and mental health providers has been very positive. The Open Door project was made possible with several generous donations from community members to the Library Foundation. Gregory said that she will be attending the American Library Association (ALA) Conference in Philadelphia, January 24th – 28th. She will serve on daily ALA Council meetings and meet with several vendors with whom we have contracts and projects. She shared that she and the Department Heads will be working on the FY21 Library Budget request to present to the City Manager on March 4th.

Technical Services Department Head Lois Dissly advised of her participation in the 12th annual Community Connect event, which will be held in the Library meeting rooms and lobby on Feb 1, 2020. This annual event offers a variety of free services to community members, from free haircuts to housing information to veterinary advice, and generally draws several hundred people. Dissly stated that she and several other employees will be going to the Public Library Association Conference (PLA) in Nashville at the end of February. Dissly shared that staff member Leslie McCleary has worked with other staff to end plastic bag use in the Library. Leslie did a lot of research which resulted in a nice canvas bag with the Library logo on it to give Library patrons for the materials they check out. This green effort is being funded by The Friends of the Bozeman Public Library.

City Report

City Commissioner Terry Cunningham reported on the swearing in of a new Mayor, Chris Mehl, and new City Commissioner, Michael Wallner. The City Commission has approved the Fiscal Years 2017-2021 City Capital Improvements Program (CIP). On January 27th, the Commission will have a meeting that will involve the reassigning of Commission liaisons for the 34 citizen advisory boards. He stated that the Library might have a new liaison at the next Library Board Meeting.

Foundation Report

Foundation Director Janay Johnson provided an update on the Library Foundation FY21 Budget, which her board approved. Approximately \$210,000 has been budgeted for the year.

Friends Report President Pam Henley stated the Friends will have their annual Friends of the Library meeting tonight at 5pm in the large community room. The Friends will be electing new officers. The Friends did provide funding to purchase the new canvas Library Bags for patrons.

Adjournment There being no further business, Board Chair Gallagher adjourned the meeting at 4:51 pm.