

Bozeman Public Library Board of Trustees Regular Meeting
Bozeman Public Library—Board Room
Wednesday, August 16th, 2017
Minutes

Attendance Board Chair Judy Mathre; Trustees Ron Price, Ken Spencer, Jennifer Pawlak, Bozeman Public Library (BPL) Director Susan Gregory; BPL Department Heads Lois Dissly, Mary Jo Stanislao, Jason Greenwald, Kit Stephenson; Administrative Assistant Lauranna Cossins; Bozeman Public Library Foundation Director Janay Johnson; City Commissioner I-Ho Pomeroy.

Absent: Trustee John Gallagher.

Guests: City Facilities Superintendent Mike Gray and Engineering Technical Supervisor Andy Kerr

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

Approval of the Minutes Trustee Price moved to approve the minutes from the July 19th 2017 meeting. Trustee Spencer seconded. The Board voted unanimously to approve the July minutes.

Election of Board Chair and Vice Chair Trustee Price moved to reelect the existing Board Chair and Vice Chair. Trustee Pawlak seconded. The Board voted unanimously to reelect the Board Chair Judy Mathre and Vice Chair John Gallagher for FY2018.

Parking Lot Update City of Bozeman Facilities Superintendent Mike Gray and Engineering Technical Supervisor Andy Kerr explained that the Library had commissioned a traffic study on the Library's parking lot from the Western Transportation Institute at Montana State University in 2015. Representatives from City Engineering, Facilities, Forestry, and Planning have reviewed the study and its recommendations, and made a report of their findings. They also used an outside consultant to look at bike, pedestrian and traffic flows.

The City team put together its own recommendations. They found that putting in a sidewalk on the west side of the lot would be costly (close to \$30,000), would disrupt mature landscaping, and is probably not critical, given that people tend to immediately head toward their destination and would likely not walk in the opposite direction first in order to walk down a sidewalk.

The City team is also concerned about the pooling of water when it rains and snowplowing issues in winter with raised crosswalks. Their proposal excludes the western sidewalk and the raised sidewalks, but includes painted paths for pedestrian crossing, and metal grate bridges across the dog bones. Board Chair Mathre asked if the proposal will eliminate drainage issues in the parking lot. Andy Kerr said that he is hoping to include a project that will excavate the dog bones and fill them with concrete.

Gray and Kerr also suggested putting a splitter back in to slow traffic coming in from Main Street and to encourage proper use of the roundabout. The Board discussed emergency vehicle and bookmobile access, and Gray said that a splitter would not be approved unless it allowed access by emergency vehicles.

Susan Gregory asked if the \$47,600 estimate in the plan includes design costs. Gray and Kerr replied that it did not, and is simply a rough estimate of construction costs. Gregory noted that the Library has an amount in the Library Depreciation fund to help with this cost of this project.

Correspondence Susan Gregory shared correspondence from the community. A patron requested a class in QuickBooks. Someone noticed that there was no parking available in the Library lot on Friday, August 4th (during the Sweet Pea festival). A patron remarked that Hannah was a wonderful help in Computer Services. Someone suggested a self checkout machine on the second floor (there is one at the Reference desk). A visitor commended the Library on its staff and collection. Someone else suggested a remote book drop. The Board discussed whether this service could be added on to the courier service, how much the Bookmobile alleviates this need, and whether the Bookmobile could pick up from a remote drop (Kit Stephenson pointed out that the Bookmobile only goes to each site every two weeks). Gregory said that, based on her experience at other libraries, book drops need to be emptied at least twice a day and more depending on the location and use. The idea of an off-site book drop is a good one but would be dependent on getting staff and a vehicle to implement at this time.

Director and Staff Reports Susan Gregory reported that the MPEA union voted to accept the City's final and best offer, so raises will be given every six months over a two year period for the City's union employees. She noted that cost of living raises for non-MPEA employees will be on next month's Library Board agenda.

Gregory said that a group of Buddhist monks and teachers will be in Bozeman in September and have been invited to create a mandala (sand painting) on the second floor of the library. This project will take place over a weekend and patrons will be encouraged to observe the project.

Gregory distributed a financial statement which showed a surplus of \$141,000 for FY17, which will go into the Library Depreciation fund for maintenance and large expenditures. Gregory explained that \$109,482 was leftover in the personnel budget, which was calculated based on what the City projected the MPEA wage to be. Trustee Pawlak asked why the personnel budget was lower for FY18. Gregory said that the City had lowered the personnel budget estimate in response to the overage last year. She pointed out that the overall budget is increased about \$32,000 more than last year.

The Board looked at July statistics for the Library. Kit Stephenson noted that she has separate statistics for the Bookmobile. Janay Johnson said that the number of checkouts for the Bookmobile in July was 1,700, 1,200 of which were children's items.

Gregory said that she and staff are working on writing a new mission statement for the Library, in advance of strategic planning in October. She had a conversation with a non-profit consultant who advised that mission statements should be very brief and concise, and that many organizations forgo a vision statement in favor of a single mission statement. Jason Greenwald read the current BPL mission statement and staff and the Board discussed ideas. Gregory said she and staff would keep working on it and get back to the Board.

Staff Reports Lois Dissly reported that the Information Desk staff is still surveying people who use meeting rooms at the Library. The results have been mostly positive, and her staff is looking for more ways to find out what would improve the experience. She said the trial program where the Library cosponsored an ongoing class (six weeks of guitar lessons) went very well. There were 10-11 people at each class. She said the next request is to hold a monthly group where attendees will discuss personal finance.

Jason Greenwald reported that he partnered with the MSU Library to conduct a user experience journey map. Each library sent someone to the other library to report back about their experience with printing. He said this project yielded useful information.

Kit Stephenson reported that she attended the American Library Association Leadership Institute outside of Chicago. She will give a full report at the next meeting. She also reported that the Bookmobile was in the Sweet Pea parade, and also at the Sweet Pea festival Saturday and Sunday. A very large number of children's books were checked out.

Gregory reported that Dissly and Mary Jo Stanislaw (along with other staff) threw a lovely retirement party for Gail MacMillan, who retired in August after twenty-five years as a Library employee.

City Reports I-Ho Pomeroy reported that the City is revising the Unified Development Code, with an eye toward making it more user-friendly.

Foundation Report Janay Johnson reported that the Foundation's income so far this year is \$280,000, \$205,000 of which is from contributions. She said the Foundation is on track to raise more money than it did last year. She said she is working on bringing in new donors through mailings. A mailing in June brought in 54 first-time donors, the average gift from whom was \$57. The Foundation did an additional mailing for established donors, and that solicitation yielded an average of \$109 per person who contributed. Trustee Pawlak asked about earnings from Give Big Gallatin Valley, and Johnson said the Foundation only made a few thousand dollars, but that many of the donors that day were new, and the Foundation will work to retain them.

Johnson said the Foundation will do two more mailings before the end of the year. Trustee Spencer asked about planned gifts, and Johnson said that a few people have approached her about writing the Foundation into their wills. Johnson said the Foundation may implement a formal program in the future. Johnson shared invitations to the Library Gala planned for October 7th. She said the Foundation received a red chair from the Virginia City chairlift at Bridger Bowl, along with several other exciting items to auction at the event. She said that the Foundation would like to have a live fundraising event at the Gala around a specific project. This was originally intended to be the operating fund for the Bookmobile, which has finished fundraising.

Johnson and staff members are looking at fundraising for the start of a library of things – i.e. a collection of appliances and items such as sewing machines that patrons could check out. The Board discussed the logistics of this.

Adjournment There being no further business, Board Chair Mathre adjourned the meeting at 5:18pm.