

**Bozeman Public Library Board of Trustees Regular Meeting**  
**Bozeman Public Library—Board Room**  
**Tuesday, June 21<sup>st</sup>, 2017**  
**Minutes**

**Attendance** Board Chair Judy Mathre; Vice Chair John Gallagher; Trustees Jennifer Pawlak, Ken Spencer; 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; Friends of the Library President Pam Henley City Commissioner I-Ho Pomeroy; Interim City Manager Dennis Taylor

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

**Approval of the Minutes** Trustee Gallagher moved to approve the minutes from the May 17<sup>th</sup> 2017 meeting. Trustee Gallagher seconded. The Board voted unanimously to approve the May 17<sup>th</sup> minutes.

Pam Henley made a correction to the May 17<sup>th</sup> minutes. She said the Friends have contributed \$45,000, not \$50,000 for the bookmobile, as stated in the May 17<sup>th</sup> minutes.

**Action** Trustee Pawlak moved to approve the June minutes as amended. Trustee Gallagher seconded. The Board voted unanimously to approve amended minutes.

**Presentation by Tanya Glaspell, Master of Public Administration graduate at Montana State University** Glaspell has experience working in program evaluation and development, and while earning her master's degree at MSU, she chose Bozeman Public Library (BPL) as her research topic. She wanted to share what she had learned from her research, in the hope that it will be valuable to the Library for strategic planning, budgeting, and in other ways. She noted that the Library is well-loved in its community, and that it is walking the talk of its mission. She cited research that shows the majority of Americans visit and value, their public libraries, and that that the physical presence of the American public library (not just its digital offerings) is still vitally important to its community.

She surveyed Library stakeholders, including staff and Library patrons, to see how well they thought the Library was meeting its mission. She came to the Library at three different times during the week (including before opening) to survey 95 Library users, and also surveyed 34 staff. The consensus among both groups was that the Library is meeting its mission, though there were some slightly different ideas about how that was being done between the staff and patron responses. The responses also brought up several points that are not in the mission, such as the importance of public spaces and human connection.

She hopes that the Library will continue to collect stakeholder perceptions, and be mindful of the changing needs of the library user. She sees libraries becoming places of transformation, not just transaction, and noted that the modern library user seeks connection with other people in a

community space, and does not like to wait a long time for materials or to access information. She also promised to compile a list of things that patrons had mentioned in their responses that they wished the Library offered.

**Circulation Policy** Kit Stephenson presented some changes to the Circulation Policy. She noted that the Bookmobile has been added to the policy. The Bookmobile will be off the road every fifth week, making it difficult to manage due dates, which will be based on when the Bookmobile is next at that stop. There will be no late fines on Bookmobile items for this reason, and patrons will not be able to place holds on Bookmobile items (this collection will not be shared with Belgrade, Manhattan, etc.). Items from the Bookmobile will be able to be returned to BPL or the Bookmobile, and books from BPL will be accepted on the Bookmobile, but patrons will be encouraged by staff to return items to the place where they were checked out.

Stephenson also talked about the recent Bridgernet meeting, which is the consortium of Gallatin Valley libraries in Belgrade, Manhattan, Three Forks, West Yellowstone and Bozeman. Director Gregory, Stephenson, Lois Dissly and Mary Jo Stanislawo hosted the meeting in Bozeman. BPL agreed to make some changes to be in line with the other libraries, including increasing the hold limit to 20 items from 10, and changing Interlibrary Loan fines from \$.50 to \$.25 per day.

**Correspondence** Susan Gregory shared correspondence from the community. A patron asked why there was a dumpster in the senior parking area (Gregory explained that it was there temporarily for a volunteer group that was weeding at the Library). Someone in the Children's library wrote to say they would like ice cream "now". A patron requested that DVDs be tagged, and would like to use a DVD player at the Library to see if a DVD is worth taking home (BPL has DVD players on the second floor). Someone asked if you can donate Kindle eBooks to MontanaLibrary2Go (you cannot). A patron requested a speed reading class. Another patron said that Corey Fifles, Adult Services & Outreach, was extremely helpful. A visiting librarian from Wisconsin complimented the Library for its beauty and helpful staff.

**Director and Staff Reports** Susan Gregory reported that she attended the June 12<sup>th</sup> City Commission meeting to answer questions about the Library's FY18 Budget request. One Commissioner asked her about the increase in operations from last year, and she explained about the cost of MontanaLibrary2Go doubling in order to provide patrons with quicker access to eBooks and audiobooks. She and Kit Stephenson will be in Chicago at the end of the month for the American Library Association Annual Conference, along with BPL staff Kate Holloway, Corey Fifles, BPL Foundation Director Janay Johnson and former Foundation Director Paula Beswick. Lois Dissly and Cindy Christin will attend the City Commission meeting on Monday night, June 26<sup>th</sup>, to represent the Library in final FY18 City Budget discussions. Gregory said that she hopes to talk to library flooring vendors to look into options for replacing BPL's worn carpeting while in Chicago.

Gregory said that the Teen Librarian position will remain at Library Assistant level for the next year, and that the Library will request the change to Librarian I again next year. She said that Bob and Barb Ferne, owners of OBS Vehicles in Canton, OH, will be in Bozeman for the Bookmobile "roll-out party" on June 21<sup>st</sup> to help celebrate the new bookmobile that their firm produced. Gregory said that Stephenson applied for the 2017 ALA Leadership Institute and was accepted. She will go to Chicago in August for this workshop with thirty candidates from around the United States who also met the criteria of being emerging leaders in the field of information

science. Trustee Pawlak asked if the surplus left in the FY2017 Budget will go to the Library Depreciation fund, and Gregory said it will.

Trustee Pawlak asked if there is a workshop scheduled to kick-start the Library's next strategic planning process and Gregory replied that it is scheduled for October 26<sup>th</sup> and 27<sup>th</sup>. Gregory will meet with returning Library Strategies consultants Peter Pearson and Sue Hall in Chicago to discuss plans.

**Staff Reports** Lois Dissly reported that she, Gregory and other BPL department heads met with librarians in the Bridgernet service group. The librarians discussed the need to pay for courier service among libraries instead of relying on volunteers. Stanislaw shared the quote from a local vendor to make trips to Belgrade several times a week with library materials. Gail Bacon, Director of the Belgrade Public Library, met with Gallatin County officials to ask for their help in paying for the new courier, and it looks like they will be able to. Dissly said she has been working on getting fiction pre-processed by the vendor, and has just received the first small batch. The Information Desk staff has been surveying users of the Library meeting rooms about their experiences, and have not received any negative feedback, though they are hoping for ideas about how to improve. A community member volunteered to teach guitar lessons for free for six weeks in a row as a public program. The Library will offer this series in July and August.

Jason Greenwald reported that the new Library website is progressing. The layout and color scheme have been approved, and development is moving forward. Greenwald said he ordered a 3D printer for the Library, and is teaching a week-long Scratch coding camp to 8-10-year-olds.

Kit Stephenson reminded the Board of the Bookmobile party tomorrow (2-4pm at Ale Works for invited guests, dignitaries and donors; 5-7pm at the Library for the public). Trustee Pawlak asked if library cards will be issued on the Bookmobile. Stephenson said yes. She added that Bookmobile service will start on July 3<sup>rd</sup>.

Trustee Pawlak asked about updates on the Bookmobile loading dock that Stephenson had mentioned at the last Board meeting. Stephenson said that she needs to obtain more quotes for the project, given the cost. She said she talked to the Bozeman Fire Department about any concerns they might have, given that the loading area would be in BPL's fire lane. The Deputy Fire Chief recommended a retractable awning for the dock so that emergency vehicles could have better access to the building.

**City Reports** Interim City Manager Dennis Taylor reported that the City is working on its recruitment process to hire a permanent City Manager. The City Commission has selected a consultant who has conducted stakeholder interviews with the Commission and staff, and has begun to write a profile which will be distributed widely. He says the process will take several months, and he plans to remain in Bozeman through mid to late October.

The City Commission has adopted vision statements and strategies and is working on action plans for key areas that have been identified in the strategic planning process. The goal is to have a robust strategic plan by mid-September that identifies priorities for the next five years, but is open enough for the next City Manager to be able to add to. The City budget is designed to maintain current levels of services, but not to commit to any legacy systems that the new City Manager might want to change.

City Commissioner I-Ho Pomeroy said the budget process is going smoothly. She asked about Kit Stephenson's experience going to Missoula to visit their homeless shelter. Stephenson said that the Warming Center advisory committee's recommendation to the Warming Center's board is to have a plan for overflow in the coldest months so that crowding will not be as much of an issue in the next year. Susan Gregory added that she had been told recently that HRDC is looking for a way to keep the Warming Center open year-round as a day shelter.

**Friends of the Library** Pam Henley reported that the Friends will be serving ice cream at the Bookmobile party tomorrow. The summer book sale is this weekend (June 23-25). The Friends will be selling t-shirts with the Library logo on it.

**Foundation Report** Janay Johnson brought up the landscaping needs of the Library. Susan Gregory said that weeding and clean up has been done a little bit differently every year since the building opened in 2006, with the City providing mowing and spraying, but weeding and flower bed cleanup sometimes being paid for by the Foundation, sometimes split with City Facilities and sometimes being done by volunteers. Johnson said the City has just sprayed the grounds, and a volunteer group has spent nine hours weeding. She got a preliminary quote of \$10,000 for cleanup of the entire grounds (including weeding, pruning, and replacing mulch), with a suggested \$800-900/month maintenance during the summer months. She said that the Foundation is willing to pay a portion of this cost as a one-time contribution, as landscape maintenance is important but not the mission of the Foundation. The Foundation Board has other priorities and believes that keeping the grounds landscaped and maintained is not the Foundation's responsibility. Gregory said that the Library had budgeted \$5,000 in its funds for landscape clean-up for FY17, which would be used to pay the balance of Johnson's quote. The Library has budgeted \$6,000 for grounds clean-up for FY18. She noted that no agreement was ever reached regarding annual landscaping costs and oversight with the City but that she is working with City Facilities and City Administration to resolve the situation. There is a difference between basic maintenance and keeping the Library's extensive grounds landscaped in a way that respects the beauty of the building. Efforts to engage volunteer organizations to help are sporadically successful and not the answer to the situation.

Johnson and the Board discussed other weeding and upkeep options. Johnson said she reached out to Montana Conservation Corps to have them include BPL's grounds cleanup as one of their spring projects. Trustee Gallagher said that an environmental club at Bozeman High may be interested in earning service hours doing grounds work. The Board also discussed simplifying the landscaping of the Library grounds to make it easier and less costly to maintain. This would entail a landscaping master plan, which will have its own costs.

Johnson also reported that a group of high school students visiting from Fort Peck attended one of BPL's yoga classes, and the Foundation now has a brochure, funded by the Kendeda Fund. She said a banner has just been hung outside that advertises the summer concerts, featuring its six sponsors. The Tiny Band will be performing this Sunday.

**Adjournment** There being no further business, Board Chair Mathre adjourned the meeting at 5:27pm. The Board entered an Executive Session.