

**Bozeman Public Library Board of Trustees Regular Meeting**  
**Bozeman Public Library—Board Room**  
**Wednesday, May 17<sup>th</sup>, 2017**  
**Minutes**

**Attendance** Board Chair Judy Mathre; Vice Chair John Gallagher; Trustees Jennifer Pawlak, Ken Spencer, Ron Price; Bozeman Public Library (BPL) Director Susan Gregory; BPL Department Heads Lois Dissly, Mary Jo Stanislaw, Jason Greenwald, Kit Stephenson; Administrative Assistant Lauranna Cossins; Bozeman Public Library Foundation Director Janay Johnson; Friends of the Library Vice President Stewart Mohr; City Commissioner I-Ho Pomeroy; Interim City Manager Dennis Taylor; City Attorney Greg Sullivan, Bozeman resident David Kingman.

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

**Approval of the Minutes** Trustee Pawlak moved to approve the minutes from the April 19<sup>th</sup> 2017 meeting. Trustee Gallagher seconded. The Board voted unanimously to approve the April 19<sup>th</sup> minutes.

**Labyrinth Project** David Kingman gave the Board an update on the proposed labyrinth. Someone asked if the design will incorporate benches, and Board Chair Mathre said that there will be room for a memorial bench on the side, but that the builder does not plan to incorporate benches into the design. Trustee Pawlak asked for clarification about the location, and whether the labyrinth will be visible from the trail. Kingman said that it will be very visible. Trustee Spencer asked how easy it would be to clean the stones if they are defaced with spray paint. Kingman said that he is not sure about removing spray paint. Trustee Pawlak asked if the stones will be adhered in any way or if they will be moveable. Kingman replied that they will not be adhered, but tightly fitted together and not moveable. He said the surface will need to be sealed about every five years.

Kingman reported that funds raised for the project have reached \$18,300. He met with Assistant City Manager Chuck Winn to make sure the project is in accordance with City regulations. Winn is looking into some questions that need further investigation. Trustee Pawlak asked about insurance coverage. Board Chair Mathre said that the labyrinth will be part of the Library property and will fall under its policy, and will not need a separate policy like the sculptures in the sculpture park. I-Ho Pomeroy asked about the total cost, and Kingman said that it is \$90,000. Trustee Price asked about the diameter of the labyrinth. Kingman said that he had originally conceived of a 60-foot diameter design, but the labyrinth artist suggested something smaller. The design presented before the Board reflects the smaller (~51-foot) design.

**Action** Trustee Pawlak moved to approve the design for the labyrinth. Trustee Gallagher seconded. The Board voted unanimously to approve the labyrinth design.

**Department of Education Office for Civil Rights Parking Complaint** City Attorney Greg Sullivan explained that a complaint was filed in April of last year concerning the ADA parking spaces near the front of the Library, and their distance from the Library entrance. Sullivan said he investigated the placement of these spaces with Susan Gregory, Mike Gray, and the structural engineer who originally worked on the parking lot. He responded to the complaint with the explanation that the spaces closer to the entrance have too steep a slope to be ADA-compliant. He said that his conversation with the DOE attorney indicates that they are willing to accept this rationale and the issue may not need further investigation. He is awaiting their final response. He noted that it would be good to have someone shovel the sidewalk leading from these spaces to the entrance frequently on snowy days, and that he would like to take photographs of the soon-to-be converted ADA spaces, when they are completed, to send to the DOE to let them know that the Library is exceeding requirements for ADA compliance. Sullivan stated that he would like the conversion to be done as soon as possible.

**Budget** Susan Gregory presented the FY18 Budget request for Gallatin County, which the Library Trustees approve and sign each year. Gregory explained that the County Finance Director provides an estimate for the County's contribution to the Library annually, per the interlocal agreement between the Library, the City of Bozeman and Gallatin County. Last year, the County contribution to the Library was \$671,664, which included \$35,000 in capital reserves for the Bookmobile. This year the County is estimating it will contribute \$666,757 to the City General Fund, to be included in the Library's FY18 Budget. Gregory said the Library currently has about \$125,000 in reserve capital funds with Gallatin County.

She and Kit Stephenson explained that the Bookmobile staff originally thought the Bookmobile could be loaded from the existing dock at the south end of the Library, but the Facilities department said that exhaust from the bus would go straight into the HVAC system. Gregory and Stephenson have worked with an architect to get an estimate for the construction of a covered ramp on the east side of the building. The estimate for this project is \$108,700. Gregory noted that the Library has these funds available in the County capital reserve, but because of the dollar amount, it would be necessary to put out a request for proposals, which would delay the project. Stephenson and Gregory said the plan is to make do for now, and to request these funds later in the year through a budget amendment if need be. The Board agreed to sign the FY18 Budget form as is, and make an amendment later if needed.

**Change of Date for Next Board Meeting** Since the Bookmobile Celebration on June 21<sup>st</sup> coincides with the next Board meeting, the Board proposed moving the meeting to the Tuesday prior, June 20<sup>th</sup>.

**Action** Trustee Spencer moved to change the June Board meeting date. Trustee Pawlak seconded. The Board voted unanimously to change the meeting date.

**Correspondence** Susan Gregory shared correspondence from the community. A patron wrote to thank the Library for letting her use the community room for her piano recital, which was a success. Another patron wrote to say that the piano music in the community room came across very loud in the Montana room upstairs, which disturbed his ability to work. A visitor to the Computer Services desk thanked Jason for his help and said he deserves a raise. A patron said that people should not idle in their cars by the book drops. Someone wanted the Library to better enforce the no smoking policy. A woman called the Library Director to express disappointment

in not being able to access the Library due to lack of parking. She said that this is partly because of public meetings, and it is especially bad in winter. She and Susan talked about the increasing demand on the Library parking lot for Lindley Park and trail use, as well as local business parking. They discussed the idea of the Library adding a parking structure in the future.

**Director and Staff Reports** Susan Gregory reported that Assistant City Manager Chuck Winn is working with Andy Kerr in City Engineering, who is revising the parking lot plan provided by the Western Transportation Institute. They have decided that sidewalks on the west side of the parking lot are not the best use of resources, since most people will cross the lot as soon as they get out of their cars. The Board discussed what will be done with the dog bone structures dividing the lot, which contain drainage features. Trustee Price noted that the window for getting bids for a project like this is over, and construction will need to be planned for next summer.

Gregory said that the Bozeman Humanities Alliance, part of the National Humanities Alliance, recently held an event at BPL.

Trustee Price asked about funding for strategic planning. Gregory said that it was taken out of the City FY18 Budget request because the Library can use a combination of Friends, Foundation and state aid funding instead. She added that she is working through the budget process with the City and should have information on operating and personnel requests soon.

Gregory also noted that the Library statistics show a steady increase in the use of e-books from MontanaLibrary2Go. BPL's subscription fees for MontanaLibrary2Go recently went from \$12,500 to \$25,000 for this heavily used service.

Lois Dissly reported that Jennifer Lemon has been hired full time in Technical Services. She has been working at the Library for almost 20 years, partly in Circulation and partly in Technical Services. The annual Volunteer Brunch is on June 7<sup>th</sup> from 8:30am -10:00am. Dissly's staff has processed about 700 books for the Bookmobile, and will process about 2,300 more between now and July 3<sup>rd</sup>. The tax volunteers sent BPL a certificate and note of appreciation. She reported that the director of the Montana Shared Catalog recently resigned, and the state library is facing severe funding problems. Her staff is working on ideas about how to get to know the homeless population and to make them feel more like part of the community. They are going to have dinner at the Community Café this week.

Kit Stephenson reported that the Bookmobile should be arriving the first week of June. The kickoff party on June 21<sup>st</sup> will start at Ale Works, for a sponsored reception for invited guests and then resume at the Library for the public with an ice cream social. She said she has recently submitted final approval for the Bookmobile design.

Susan Gregory and Kit Stephenson are on the advisory committee for Bozeman's Warming Center, a seasonal shelter operated by Human Resource Development Council (HRDC) staff and volunteers. Stephenson said she went to Missoula with members of the committee to visit its homeless shelter, which is open year round, 24 hours a day. The committee is having a retreat this Thursday to identify solutions to the overflow that is happening at the Warming Center.

Stephenson also reported that BPL now has a seed library, where patrons can check out seeds at the Reference desk.

**City Reports** Interim City Manager Dennis Taylor introduced himself to the Board. He has worked for 40 years in state and local government, mostly in Montana. He has always loved libraries, and was involved with a group that helped rebuild the library system in Myanmar after Cyclone Nargis. He said the City will likely hire a new City Manager by the fall.

I-Ho Pomeroy reported that she attended HRDC's annual luncheon at the Emerson, where the organization discussed its Housing First initiative.

**Friends of the Library** Stewart Mohr said that the Friends is focusing on funding materials for the Bookmobile. They have budgeted \$50,000 for about 3-4,000 items. They are working on raising funds as well. They will hold a book drop off this weekend in the Library parking lot, and they have acquired a Dipjar, a device that collects credit card donations. Mohr said they are in good financial shape to support their ongoing commitments to the Library, including the Most Wanted collection and materials for the computer lab.

**Foundation Report** Janay Johnson passed around a save the date postcard for the Library Gala. She said the Foundation is working on a more formal sponsorship program, and has identified more opportunities for Foundation-funded programs that could be underwritten by businesses. The Foundation has lined up four sponsors for the Library's summer concert series, including Berkshire Hathaway, The Sweet Pea Festival, Northwestern Energy, and Northfork Financial. Their logos will be displayed on outdoor banners, and will be mentioned in promotional materials for the concert series.

Johnson said she will work on a policy regarding corporate sponsorship of Library events. The Foundation is sending out an appeal letter to most of its database. It received a grant from the Kendeda Fund to do capacity building to educate the public about what the Foundation does. The Foundation will use the money to fix its database, develop a brochure about the Foundation's work, and create a pull-up banner.

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