

Bozeman Public Library Board of Trustees Regular Meeting
Bozeman Public Library—Board Room
Wednesday, November 15th, 2017
Minutes

Attendance Board Chair Judy Mathre; Trustees Ron Price, John Gallagher, Jennifer Pawlak; Bozeman Public Library (BPL) Director Susan Gregory; BPL Department Heads Mary Jo Stanislao, Kit Stephenson, Jason Greenwald; Administrative Assistant Lauranna Cossins; Friends of the Library Vice President Stewart Mohr.

Call to Order The meeting was called to order by Board Chair Mathre at 4:03pm.

Approval of the Minutes Board Chair Mathre pointed out a few corrections: on page two, under Correspondence in the second paragraph, ‘they typewriter’ should be ‘the typewriter.’ The Assistant City Manager’s name is Anna Rosenberry, not Andrea Rosenberry as stated in the minutes.

Action Trustee Price moved to approve the amended minutes from the October 18th, 2017 meeting. Trustee Gallagher seconded. The Board voted unanimously to approve the minutes.

Depreciation Fund Summary BPL Director Susan Gregory presented the Board with a snapshot summary of the Library Depreciation Fund. She pointed out that the biggest expense on the horizon is replacing the flooring in public areas in FY20. Trustee Price asked if funds for parking lot improvements were already encumbered, and Gregory replied that they were encumbered last year and the year before, and that they would be coming out of the current total (approximately \$350,000).

Policy Updates Kit Stephenson reported on changes to Interlibrary Loan (ILL) policies. Previously, patrons needed to have less than \$2 in fines to request an ILL. The fine threshold has been changed to \$10 to stay consistent with other borrowing policies. Stephenson said that the borrowing period would be extended to two months with no renewals. This streamlining is important because the ILL staff member only works 20 hours per week and renewals are time consuming. She also noted the change in fines from \$.50/day per late item to \$.25/day as a result of catalog changes. Trustee Price and Board Chair Mathre pointed out some confusing language about Gallatin County libraries, and Stephenson agreed to remove the sentence in question to make the policy more clear.

Action Trustee Pawlak moved to approve the policy updates. Trustee Price seconded. The Board voted unanimously to approve the policy updates.

Confidentiality of Patron Records Lois Dissly explained that BPL has never kept records of what patrons check out (except as bills on accounts with overdue items), but checkout history is an often-requested feature, and the shared catalog now makes this possible. BPL will allow patrons to opt-in to through their online account, and will also list it as an option on the library card application. Patrons who opt-in will be able to see their checkout history starting when they turn the option on.

The Board discussed what would happen if there were a warrant or subpoena for library records. Dissly said that law enforcement would probably come to BPL with a request, and if BPL could not satisfy the request, they would go to the state library.

Action Trustee Gallagher moved to approve allowing patrons to turn on their access to their own checkout histories. Trustee Price seconded. The Board voted unanimously to approve allowing patrons to access their own checkout history while maintaining confidentiality of patron records.

December Board Meeting Date The Board discussed whether to meet in December. Trustee Price remembered that there was a piece of business that the Board needed to attend to before the end of the year at last year's December meeting. Board Chair Mathre said that Bozeman Schools Superintendent Rob Watson is not ready to bring the high school library issue to the Library Board yet, and needs to run it by his own board first. The Board decided to wait and see if there is any business to be taken care of in December before scheduling the meeting.

Correspondence Susan Gregory shared correspondence from the community. A patron praised the recent op-ed piece in the Chronicle written by the Friends, Foundation and the Library Director, adding that he was a loyal library user, and would like the Library to be open 9am-9pm. Gregory noted that these hours are standard for some libraries, and BPL will ask the City for more staff in order to extend Library hours in the budget cycle. A few patrons offered materials suggestions, and someone wanted recyclers to wear protective gloves. A patron wrote that BPL is the best library on the planet with the exception of the Trinity College Library in Ireland.

Director and Staff Reports Susan Gregory reported that the door count was 38,000 last month. She noted the social media statistics provided by Lauranna Cossins. Gregory passed around a diagram of proposed locations for security cameras and said that City Facilities Supervisor Mike Gray got a quote for additional exterior outdoor lighting for \$2,200. Trustee Pawlak asked how the cameras would work, and Trustee Price said they would store a few days' worth of footage at a time, allowing law enforcement to go back and review footage if there was an incident.

Gregory also said that the Library is considering putting a lock on the family restroom in the lobby, and requiring patrons to get a key at one of the service desks. There have been incidents recently of patrons using the family bathroom for a variety of inappropriate activities. The Board discussed the necessity of making sure police and fire departments have access to such a key.

Gregory explained that four key areas of focus emerged from BPL's strategic planning sessions: physical space (use of the existing facility, parking issues, possible expansion into another branch), technology, programming for targeted groups, and increased outreach (including marketing efforts).

Lois Dissly reported that there is a new employee at the Information Desk working eleven hours per week: Leslie McLeary. Kit Stephenson reported that Reference has a new employee: Anne Angus. Anne recently moved to Bozeman from Colorado and worked in a public library there.

Jason Greenwald presented BPL's new website. He noted that the new site will be easier for staff to edit and keep up to date. He hopes to use it to connect to the public more, including posting regular reports from the Library Director and staff on the blog. He invited feedback and the report of any issues.

Friends of the Library Report Friends of the Library Vice President Stewart Mohr reported that the Friends November book sale raised \$14,635, bringing the total for the year to \$42,000. The sale made \$1,700 from collectibles. Mohr said that the Friends and Foundation held a joint strategy session on October 27th with strategic consultants Peter Pearson and Sue Hall, which resulted in the formation of a committee to explore ways of the two groups working together.

Adjournment There being no further business, Board Chair Mathre adjourned the meeting at 5:13pm.