

Bozeman Public Library Board of Trustees Regular Meeting
Bozeman Public Library—Board Room
Wednesday, Sept 18, 2019
Minutes

Attendance Board Chair John Gallagher; Trustees, Ron Price, Jennifer Pawlak & Ken Spencer; Bozeman Public Library (BPL) Director Susan Gregory; Assistant Director Kit Stephenson. Administrative Assistant Lauranna Cossins; Bozeman Public Library Foundation Director Janay Johnson; Department Heads Carmen Clark & Lois Dissly, City Commissioner Terry Cunningham. Guests: Director of Strategic Services John Henderson and Facilities Superintendent Mike Gray. Not present: Trustee Kelley Dowdell.

Call to Order The meeting was called to order by Board Chair Gallagher at 4:02pm.

Approval of the Minutes

Action Trustee Pawlak moved to approve the minutes from the June 19, 2019 meeting. Trustee Spencer seconded. No Discussion. The Board voted unanimously to approve the minutes.

Parking Lot Discussion/Update Director of Strategic Services John Henderson and Facilities Superintendent Mike Gray provided an update regarding the Library parking lot improvements project. The project staff have encountered a few challenges along the way. Over the last year, Bozeman has had explosive growth and engineers and contractors are overbooked, which has slowed progress. However, the engineer on this project has been able to complete a finalized design. The design does include putting in a pork chop outside the west Library entrance to reduce the number of vehicles cutting through the parking lot from Main, hopefully reduce speeding, and includes improvements to the drainage. The next step is working with the contractors and the bid process. Jon and his staff are currently working with a firm to provide an estimate just for concrete work to happen this fall, if possible.

Meeting Room Policy Update Director Gregory said that she and the Department Heads would like to propose deleting the line in paragraph six of the Meeting Room Policy which read: *charges are permitted in the form of a reasonable tuition fee, but the meeting must be open for free observations to members of the public.* This line has been problematic in that there is disagreement on what is a “reasonable” fee and it also contradicts the line in paragraph two which reads “All meetings must be free of charge and open to the public.” Gregory said that their focus is on keeping as many services free to the public as possible and making access to Library meeting rooms available to as many groups as possible.

A second request was to change the names of the 2nd floor study rooms from “1” and “2” to “A” and “B” to reduce confusion. The Children’s Department study rooms on the first floor are numbered.

Action Trustee Price moved to approve the recommended changes to the Meeting Room Policy as stated above. Trustee Pawlak seconded. The Board voted unanimously to approve the updated Meeting Room Policy.

Correspondence

A patron in the Children’s department would like our lizard, Lizzie, to have a friend. Someone requested E-books, which we do have, and staff will follow up with the patron. A patron on the second floor said that he had a bad encounter with a staff member. A patron requested more viewing stations; Gregory said that we are working on getting more. Someone would like a hot chocolate fountain installed on the second floor. One patron wrote that someone is using the adaptive keyboard who does not appear to have a disability and the patron would like staff to monitor its use more closely. A patron stated the second floor self-check is too noisy. A patron requested longer hours on Sunday. Two patrons wrote to complain about the Pride/Transgender exhibit table’s location and said it shouldn’t be placed near the Children’s room. A couple from Minnesota was very impressed with our Library and said that they had a wonderful experience here with our “great and helpful” staff.

Director and Staff Report

Library Director Gregory provided an update on the Open Door Project. We are still waiting on the door storefront to be delivered and installed by the end of October for the office in the lobby; the architect is pursuing more information for us. The Labyrinth’s formal opening was on June 27th and was attended by approximately 100 people. The opening ceremony was covered extensively by both KTVM television news and the Bozeman Chronicle. We’ve had four good meetings with Gallatin High School Principal Erica Schnee regarding the High School/ Library partnership slated for fall 2020. We’re working on the space logistics and we’ll be going on a tour of the space soon. We have a consultant from Library Strategies, Toni Garvey, coming next week to work with us on workflow and staffing issues. Garvey is the former director of the Phoenix Public Library System and consults nationally with public libraries on staffing and work protocols. She will talk with staff, observe patrons use of the Library, talk with administration and gather data for a report that will offer suggestions and ideas for possible workflow updates. Susan stated the City of Bozeman Ethics training for boards needs to be placed on the October Library Board agenda.

Technical Service Department Head Lois Dissly attended the Greater Gallatin Homeless Action Coalition meetings during the summer, where she learned a lot about our community efforts to reduce homelessness. She said that she is planning to bring an updated Collection Development Policy to the Board for review in November.

Adult Services and Outreach Department Head Carmen Clark stated that we hired a new Bookmobile Librarian, Jessica Carlson. We have found a new covered location for the Bookmobile a little closer to town but still out near Four Corners. There are two openings for jobs in the department that are currently being advertised.

Assistant Director Kit Stephenson shared that the Friends of the Library approved last April payment for Lynda.com renewal and Kanopy (a movie streaming service). Since then, LinkedIn bought Lynda.com and then LinkedIn was purchased by Microsoft. They decided to change it to LinkedIn Learning, where all Library patrons were going to have to get LinkedIn accounts to access the classes. The American Library Association came out with a statement that this is against libraries' privacy policies. We have decided to drop it at this time, but our current subscription is good thru Oct. Stephenson has started to work on a schedule for the Open Door Project, hopefully to start in Oct. The Bozeman Police and Bozeman Fire departments are hoping to do safety trainings from the office regularly, booking twice a month. MaryJo Stanislao, our Circulation Department Head, has retired and her job was posted and then closed Monday. We did a national search and have approximately 20 applicants we are reviewing

City Report

City Commissioner Terry Cunningham reported that the City is working to have more joint meetings with ASMSU, the Bozeman School System administration and Board and Gallatin County officials.

Friends Report

President Pam Henley was not present but provided a report stating they have hired a new Friends Coordinator, Amy Benjamin, and she started on Monday, September 16th.

Foundation Report

Director Janay Johnson stated that she and Director Gregory have been working with Comma Q Architects for the last few months, and the firm is close to the end of the project for a very preliminary study of expansion options to meet Library space needs. They will hold meetings with the Trustees, stakeholders, Boards and Library staff initially for input, then draft a request for proposals that will be sent out to architectural design firms locally and nationally. Johnson said that the Foundation hopes those meetings could be held in October. This is the very, very early stage of a master plan process for the Library. More opportunities for community input will be offered.

Adjournment There being no further business, Board Chair Gallagher adjourned the meeting at 5:07 pm.