

Bozeman Public Library Board of Trustees Regular Meeting
Bozeman Public Library—Board Room
Wednesday, Nov. 20, 2019
Minutes

Attendance Board Chair John Gallagher; Trustees Ron Price, Ken Spencer, Jennifer Pawlak & Kelly Dowdell ; Bozeman Public Library (BPL) Director Susan Gregory; Assistant Director Kit Stephenson , Bozeman Public Library Foundation Director Janay Johnson; Department Heads Carmen Clark, Lois Dissly, Brittany Dolezal & Cindy Christin, Administrative Assistant Lauranna Cossins, Human Resource Director James Henderson & City Commissioner Terry Cunningham. Not Present: Friends of the Library President Pam Henley

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

Approval of the Minutes

Action Trustee Pawlak moved to approve the minutes from the Oct 16, 2019 meeting. Trustee Price seconded. No Discussion. The Board voted unanimously to approve the minutes.

Action/ Discussion

1. Capital Improvement Plan (CIP) for FY2021-2025 and changes to FY20 Projects - Director Gregory explained the detailed CIP to be presented to the City Commission for approval at the December 2nd City Commission meeting. The Library's approved capital requests come not from the City's general fund but from the Library Depreciation Fund, which was created to keep any end-of-fiscal-year Library monies for building maintenance and capital improvements. Several changes have been made that impact the projects planned in FY20. Library administration requested moving the purchase of an Automatic Materials Sorter (AMS) for the Circulation Department from FY21 to FY20; this would aid greatly in the efforts of creating more efficient use of staff. In addition, the carpet budgeted for in FY20 would make more sense to spread out over time and replace as needed rather than all at once, which would mean having to shut down the Library for a period of time. The flooring will have to be replaced in the future but is adequate for the time being; the carpet in the large meeting room was replaced in FY19. The project for parking lot improvements has been delayed the last couple of years and some money was added but prior year amounts were not rolled and in order to complete the work in FY20 there needs to be \$65,000 added. These changes to FY20 would keep the fund within its approved appropriation for FY20, allow for purchase of the AMS earlier and spread replacing the carpet/flooring over a three-year period.

Action Trustee Price moved to approve the CIP 2020-2025 as presented, with changes to FY20 projects. Trustee Spencer seconded, no further discussion. The Board voted unanimously to approve.

2. Library Master Plan Options - Foundation Director Johnson stated that a small group of Foundation Board members, Trustees, stakeholders and Library staff went through a process with Comma Q Architects in which they were tasked with 2 things: 1) to narrow the options for possible Library expansion and the kinds of new spaces the Library needs, and 2) to identify where on the property we could possibly add on to the building. The process helped to narrow the focus and provide three possible paths forward. Johnson would like to get consensus from the Library Trustees, Foundation Board, Friends, and Library leadership on what path makes the most sense moving forward. Future discussions will also include opportunities for public input, which is critically important with a project of this nature. Based on survey responses and group work with stakeholders and the staff, it was determined the top benefits of the library are that the Library is seen as a community asset, provides free resources for all, and provides stellar children's and adult programs, books, and friendly staff; needs brought up were more meeting space, a larger community meeting room space, lack of creative space, and location. We are located on the east side of town and there is enormous west side growth.

The needs for both a west Bozeman branch and some improvements to the Main Street building can both be met with strategic planning. It is hoped that private funds would allow improvements in the current building in a timely manner, and that the more expensive and complex project of building and staffing a new branch library would begin with formation of a task force in the near future and be accomplished over a longer period of time.

No Board Action required.

3. Approve Raises for non-represented, part-time staff – Director Gregory advised that whenever there is a change in union employee salaries resulting in raises based on MPFE union negotiations, we request the non-union members (part-time employees less than 20 hours a week) receive a raise as well. Human Resource Director James Henderson discussed the salary survey the City does every few years to determine our pay bands and raises associate with it.

Action: Trustee Price moved to approve the non-union members' raises to mirror the union raise negotiation contract. Trustee Pawlak seconded. No further discussion. The Board voted unanimously to approve.

Correspondence Director Gregory shared the following patron comments:

- “Consider starting a pattern sharing program”
- “Water Foundations are unsanitary, request a water bottle filling station be put in”
- “An isle of books that people can keep”
- “Please put the green mystery stickers back on to the books”
- “The LGBTQ section is very small- would like to donate books to this collection”
- “Hire better staff”
- “Thank You!”
- “Thank you for being helpful and kind”

“UR Great”

“Thank you, Dan - you’re awesome!”

“I would like to congratulate Brian your custodian. He is one of the biggest assets at BPL.”

“Please move the staff back to the Computer Services Desk.”

“Music CDs are 40% of the time unplayable.”

Director and Staff Reports

Director Gregory provided an overview of her Director’s report, which included an update on the Open Door project and its projected December opening date. Plans are in place for a Gallatin High School/BPL shared library space. The ability to staff the outreach location will depend on the outcome of our personnel requests to the City for FY21; the Library Director has presented the requests but the outcome will not be decided until June. The Library has won a **Bozeman Beautification Award** for the flower beds and landscaping around the building. Gregory introduced the new Public Services Department Head, Brittany Dolezal, who comes to the Library from Colorado. Gregory discussed this year’s Library Staff Day, which was held on Nov 11th. She reminded the Trustees and staff that there would be no Board Meeting in December. Tech Services Department Head Lois Dissly advised there is a “Homeless Persons Memorial” on Saturday Dec. 21st at 4pm and that the Friends of the Library will provide light snacks out in front of the Library. Employee Leslie McCleary is working on a Library Campaign to say goodbye to plastic bags; she is requesting patrons bring in fabric totes to donate or share. Children’s Department Head Cindy Christin reported that this year’s Children’s Festival of the Book was a great success. The Christmas Stroll is coming up the first Saturday in December and the Library will host local school choirs and orchestras in the large Community Room on that afternoon.

Public Services Department Head Brittany Dolezal introduced herself and stated that she is excited to be here from Golden, Colorado. Her first day was November 11th.

Adult Services and Outreach Department Head Carmen Clark reported that there will a lot of programs and classes coming in the next few months: Fermentation, Sewing, Computer classes, Crochet and Knitting are just a few examples. The Bookmobile will be downtown for the Christmas Stroll again this year.

Assistant Director Kit Stephenson gave an update on the Open Door project. She has contacted all current fifteen partners to determine the specific date to open and is hoping to begin before the holidays. Library Strategies, Inc. has provided us a draft staffing study. We will share to the final report with the Trustees in January. The Library is planning to go Fine Free on Jan 2nd. Staff will work with the City Communications Coordinator on publicity and getting the word out to the community and patrons.

City Report

City Commissioner Terry Cunningham stated that the Commission has approved a community housing action plan. Commissioners are currently going through the capital improvement plan (CIP) requests for the coming year. The members of the Commission want to extend their appreciation and thanks to the Library Trustees and staff for all they do and the time they give in service to others.

Friends Report

President Pam Henley was not present but forwarded updates to Foundation Director Johnson for the meeting: the Friends Annual Membership meeting will be January 15, 2020, in which they will elect new officers. The new President will be Dana Pepper and Sam Gilmer will be Vice President; the Treasurer and Secretary will stay the same. A pop-up book sale in the lobby will be on Dec 6th and feature gift worthy books. The November Book Sale raised \$20,000. The Friends encourage Library staff to make project proposals. Last month, the Friends approved the staff request for providing acoustic music on the second floor on Saturdays in December and early January.

Foundation Report

Director Janay Johnson stated that they are working hard on the year- end gift campaign.

Adjournment There being no further business, Board Chair Gallagher adjourned the meeting at 5:17 pm.