

Bozeman Public Library Board of Trustees Regular Meeting
Bozeman Public Library—Board Room
Wednesday, May 15th, 2019
Minutes

Attendance Vice Chair Ron Price; Trustees Ken Spencer, Kelley Dowdell, Jennifer Pawlak; BPL Assistant Director Kit Stephenson; BPL Department Heads Mary Jo Stanislao, Lois Dissly, Cindy Christin, Carmen Clark; Administrative Assistant Lauranna Cossins; Bozeman Public Library Foundation Director Janay Johnson; City Commissioner Terry Cunningham; Friends of the Library President Pam Henley.

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

Approval of the Minutes Terry Cunningham made a correction to the spelling of an attendee's name. Trustee Spencer moved to approve the minutes from the April 17th, 2019 meeting as amended. Trustee Pawlak seconded. The Board voted unanimously to approve the minutes.

Board Business Trustee Pawlak brought up the Board's obligation to submit a performance review for Susan Gregory to the City this summer. She said it might be worth looking into the leadership assessment software that the Foundation used to evaluate Janay Johnson's performance. The Board discussed the evaluation process.

Correspondence Kit Stephenson shared correspondence from the community. Someone commented that when patrons need help in the computer area, it's a long way for the staff person to go from the new reference/computer desk to where the patron is. A few patrons complained about the inefficacy of the new self-checkout machines. Someone wrote that feet on chairs should be discouraged. During an HRDC early literacy program at the Library, a patron said that more parking is needed.

Director and Staff Report Kit Stephenson reported that Susan Gregory was called to a City meeting and asked to make budget cuts. Kit stated Gregory proposed moving the fine free transition to January instead of this summer. The main engineer responsible for parking lot improvements is very busy with other projects.

Mary Jo Stanislao reported that there are issues with the self-checkout machines: the current RFID tags are not fully compatible with the new system, but staff is able to convert them. In the meantime, the security gates are going off a lot. Envisionware, the self-checkout vendor, has been very responsive and helpful in the troubleshooting process. Stanislao said that Gail Gannon recently retired, and the Library and HR are working to get her position upgraded from Library Aide I to Library Aide II and posted soon.

Carmen Clark reported that interviews are taking place this Friday for the Bookmobile librarian position. She said the summer reading program theme is A Universe of Stories. Adult programming will include talks about astronomy and a history of the moon landing party. The Bookmobile is currently parked at the old Montana Department of Transportation, but this lot is being torn down to build the new safety center. The Library will need to find new parking for the Bookmobile by July.

City Report Terry Cunningham reported that the City is in the budgeting process and a staffing plan is a part of that. He said that between now and July 1st the commissioners will go through each aspect of the budget and that changes can still be made.

Friends Report Pam Henley reported that the Friends voted to fund the Consumer Reports database as well as the Chilton auto repair database for one year. The Friends also will be funding sound system improvements for the public meeting rooms. They chose not to fund the rainbow garden as there was not a plan for maintenance in the proposal. The April popup book sale made \$350. Another popup sale is being planned for June 8th, the start of the summer reading program. Henley said that the Friends have been receiving text book donations for years, and they have decided to begin selling them online in order to get a better price for them. She said this means that they will need to find a new vendor to buy the leftovers from the sale, since the vendor was not happy about this decision.

Foundation Report Janay Johnson reported that Give Big went well. The Friends gave all donors a free book, and the Foundation exceeded its \$10,000 match goal at the 11th hour. They raised \$22,600 overall, and ranked 15th in the number of donors and dollar amount raised. Gala planning is kicking into high gear, as the Gala is September 28th. The Foundation sends a monthly email newsletter to a certain tier of donors, and has recently started a twice yearly printed newsletter.

The Labyrinth is nearly completed and the Foundation is putting together an opening event for the public with a date to be announced. The master planning committee has been formed and the first meeting will be May 29th. An RFQ will be issued soon. A landscaping company has offered to donate and install 2 more large planters for flowers in front of the building.

Adjournment There being no further business, Vice Board Chair Price adjourned the meeting at 4:50pm.