

**Bozeman Public Library Board of Trustees Regular Meeting**  
**Bozeman Public Library—Board Room**  
**Wednesday, February 19, 2020**  
**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; Friends of the Library President Dana Pepper, Department Head Lois Dissly, Administrative Assistant Lauranna Cossins, Interim City Manager Dennis Taylor, and City Commissioner Terry Cunningham.

**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 January 15, 2020 meeting. Trustee Dowdell seconded. No Discussion. The Board voted unanimously to approve the minutes.

Chairman John Gallagher introduced the new Friends of the Library President, Dana Pepper.

**Action/ Discussion**

- 1. FY2021 Budget request.** An overview of the FY2021 Budget request for the Library was provided for discussion and approval by the Board. Director Gregory will present the Budget to the Finance Director and City Administration on March 4, 2020. Library Director Gregory reviewed the major request increases to the Budget as compared to last year's request. Increases include a significant jump in Computer Supplies to replace 25 patron computers due to software support no longer being provided for Windows 7. The Library needs to upgrade the public computers to Windows 10. An increase in Subscriptions for FY21 is to add e-services that had been previously paid for by the Friends or Foundation. These include Lynda.com, Kanopy, Consumer Report, and Chilton's Auto Repair online. Trustee Pawlak requested a monthly or annual usage report on these services. Assistant Director Stephenson stated we will put together a statistics report for these to provide to the Board in the future. Library Foundation Director Johnson stated the Foundation could look into grants to assist with the cost of new computers. There is a 21.19% increase from the FY20 Budget. Director Gregory said that this is the first step of the annual City budgeting process and that further adjustments would probably be made. Any change will be presented to the Board at a future meeting.

**Action:** Trustee Spencer moved to approve the FY21 Budget Request. Trustee Pawlak seconded. No further discussion. The Board voted unanimously to approve the FY21 Budget request as presented.

- 2. Petition Policy.** This is a new policy to be added to the Bozeman Public Library Policies. A copy of the **Signature-Gathering and Petitions Policy** was provided for review and discussion. The draft was written by Karen Stambaugh in the City Attorney's office. The policy was created due to increased requests by patrons for signature gathering in the lobby and the need to clarify where on Library property people can petition the public. The policy will also have a map of approved areas for petitioners. This will be created in the near future and added as Exhibit A.

**Action:** Trustee Pawlak moved to approve the Petition policy. Trustee Dowdell seconded. Trustee Price stated that the policy can't be put in place until Exhibit A is available. There was no further discussion. The Board voted unanimously to approve the Signature-Gathering and Petitions Policy when Exhibit A is available.

- 3. Collection Development Policy.** A copy of the updated Collection Development Policy was provided for review and discussion. No action was required at this time. The policy is at the City Attorney's office for review and editing. We will request approval at another Board meeting in the future.

**Correspondence** Director Gregory shared the following patron comments:

“Story time is just great” and a big smiley face

“I like the free daily printing balance. Thanks!”

Request for a “Kings James Bible”

“Hire better staff and Black Lives matter!”

Concerns about the safety hazards at night and water collecting in the circle in the parking lot

Fines are OK

Request to have a Boomerang Bag station at the checkout stations- the Library has purchased canvas bags for reuse funded by the Friends of the Library.

Thank you for allowing a petitioner in the lobby.

“The Block printing class was great.”

## **Director and Staff Reports**

**Director Gregory** discussed her Director's report, which included an update on the new Gallatin High School/BPL shared school library space project, the Parking Lot Improvement Project updates, a review of the Bozeman Library Foundation FY21 Budget requests, and an overview of the American Library Association (ALA) Midwinter Conference in Philadelphia, which she attended as an ALA Council member.

**Assistant Director Stephenson** advised that we are moving forward with the Automated Materials Handler project for the Circulation Department. We just got the drawings from our vendor for the needed changes to one wall for the May installation of the sorter. The City Facilities department is working on this for the Library. Open Door is going smoothly and people are using the resources. We had a meeting with all participants to discuss how things are going and how to improve its use. Statistics are being collected and will be shared with you at a later time.

### **City Report**

**Interim City Manager Dennis Taylor** stated that all City departments are in the middle of budget planning for the upcoming fiscal year. Recruiting for the new City Manager is ongoing, and will close at the end of the month. The City Commission will review the selections on March 9, 2020 and pick a final group of applicants for interviews. City staff and commissioners have finished the Strategic Plan review and the Commission has added a few items.

**City Commissioner Terry Cunningham** provided a general thank you from the City Commission to the Library Board members for supporting the Library and for giving their valuable time to serve on the Library Board.

### **Friends Report**

President Dana Pepper stated that there will be a Friends of the Library Book Sale this weekend, Friday thru Sunday. She encouraged all present to attend and spend generously.

### **Foundation Report**

Director Janay Johnson provided an update regarding the Library expansion planning process. She and the Foundation Board, with input from Director Gregory, have formed a committee with representation from the Foundation, Friends, Library Trustees, City staff and the City Commission. The next phase will be to commission a concept design and plan for community participation that will lead to a project with a price tag. A draft Request for Proposals is being developed and she hopes to have it ready by the end of March.

**Adjournment** There being no further business, Board Chair Gallagher adjourned the meeting at 5:15pm.