

Bozeman Public Library Board of Trustees Regular Meeting
Bozeman Public Library—Webex meeting
Wednesday, May 20th, 2020
Minutes

This meeting was held using WebEx, an online videoconferencing system, hosted by City Clerk Mike Maas.

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 Head Cindy Christin, Carmen Clark, Lois Dissly & Brittany Dolezal, Administrative Assistant Lauranna Cossins, 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 February 19, 2020 meeting. Trustee Price seconded. No Discussion. The Board voted unanimously to approve the minutes.

The Library Board of Trustees did not meet in March or April, 2020, due to the pandemic and administrative orders to halt public meetings.

Action/ Discussion

1. FY21 Budget Update – Gregory

Director Gregory stated that she had good news to report. With the City Parks and Trails District passing on the ballot this year we were able to retain our initial budget request that was submitted to the City administration in February, 2020, without cuts. The Library Trustees approved this FY21 Budget request at the February Library Board meeting. This total budget will include the additional 30 personnel hours we asked for, which will allow us to move forward with staffing the Gallatin High School/Bozeman Public Library partnership project. Trustee Pawlak asked if staffing of the High school project would occur in September or January, 2021. Director Gregory said that we hope to be able to staff this project in September but will be meeting with Bozeman Public School personnel this summer to work out the details. Director Gregory stated there is a 21.28% increase in our budget request from last year, due to the need to replace the Library's public computers. Trustee Price asked if the 21.28% increase is only for operations and Gregory said yes. No Action Taken.

2. Gallatin County FY21 Budget Request– Gregory

Director Gregory reported on the annual Gallatin County Special District & Library Budget Form for the County Fiscal Year 2021-22, which is signed annually by the Library Board Chair. This form is to show our Library annual and proposed budget expenses along with estimated revenue from the County for the Library Services Contract between Gallatin County and The City of Bozeman. This interlocal agreement provides library services to County residents from the Bozeman Public Library. Gregory stated that the Library also has Capital Funds with the County that we have held in reserve. We are requesting funds this year from the Capital account for sealcoating on the Library’s parking lot, which will cost \$21,856.50; this will be the final phase of completion for the parking lot improvements project that will be completed this summer.

Reports

Correspondence Director Gregory shared the following patron comments:

“Hire Better Staff and Black Lives Matter!”

“Buy more Marvel comic books, please.”

“Could you please add laundry and shower facilities at the Library?”

Director and Staff Reports

Director Gregory discussed her Director’s report, which included an update on the Gallatin High School /BPL Project: we will be able to move forward on this partnership with our proposed FY21 Budget due to passage of the Parks & Trail District vote. The Library parking lot improvements project is moving forward according to City Strategic Services Director Jon Henderson, who has reported that construction should be on the calendar for completion either August or September of this year. Discussion was held regarding the closing of the Library due to Covid-19, on March 18th, 2020. Director Gregory, Assistant Director Stephenson and Library Department Heads have been working on a plan for the re-opening of the Library with the help and support of the Interim City Manager Dennis Taylor and Bozeman Fire Chief Josh Waldo, who have advised us to re-open slowly in phases, per Governor Bullock’s administrative order. Trustee Ron Price asked what the status is of the Automated Materials Handler Project. He asked if it was delayed due to the pandemic. Assistant Director Kit Stephenson responded that the delay was in Denmark, where the system is built. The vendor was having a hard time getting parts due to the worldwide pandemic, but production is now back on schedule and we hope to have it installed by the end of June. Director Gregory complimented the Library staff for their hard work, creativity and perseverance during this period of being closed due to the pandemic.

Children’s Department Head Cindy Christin- Cindy and her staff started online programs right away when all the closings began. They have been recording and posting Books and Babies, Story Time and craft programs on social media throughout the stay-at-home order. These have been getting a huge number of views by the public; one story time had 3000 views. The Library staff are also participating in a Book Give-away at the three free school lunch sichts with help from Janay Johnson, the Library Foundation Director, and using donated books from the Library Friends until June 15th. The Summer Lunch program starts June 15th and the Library is a sight for the daily program. Cindy and her staff hope to try and do some outdoor programming around this time. They are starting an online summer reading program this year, called “Read Squared”.

Adult Services and Outreach Department Head Carmen Clark- Carmen Clark, Department Head, reported that her department has also started online adult programs during the Library closure. These include fantasy short story chats and book clubs via Zoom meetings. Carmen’s staff has put together instructional videos for some of our e-resources for patrons. They are highlighting our new e-resource, Creativebug, which has been funded by a Library Foundation donation. This program is extremely popular with our patrons and offers hundreds of classes on creative pursuits such as sewing, painting, baking and dozens of other arts and crafts.

Assistant Director Kit Stephenson – Stephenson shared the e-resources statistics for April for a few of our heavily used e-resources. The most frequently used has been Hoopla, on online streaming service for different entertainment materials. The Library Foundation provided additional funding for more patron checkouts on Hoopla this spring due to the extremely heavy use during the Library closure. Some of the Bozeman Library staff serve on the Montana Library Association Board, including Carmen Clark, Corey Ffiles and Stephenson. Assistant Director Stephenson was elected Vice-President of MLA this spring, which is a 3-year commitment. She expressed thanks to everyone for all the hard work and support during this challenging time.

Circulation Department Head Brittany Dolezal- The Circulation Department was “a little tricky” to transition to remote work, but staff members were excited to do a lot of professional development and attended numerous online professional webinars during the stay-at-home order. Dolezal and her staff had a lot of discussion on what it would like when they returned to the Library, including how to handle curbside service and returns. The Library started curbside service Monday and returns will be accepted on Fridays; we are not doing both on the same day due to the need to keep quarantined materials apart from incoming materials. The staff quarantine the books for 72 hours and then sanitize and wipe down all the books before checking them in. It’s labor intensive but staff are working hard to get it done. They processed about 1500 holds for curbside pick-up in one week.

Technical Services Department Head Lois Dissly- Dissly provided an update on the Library's social media presence. She asked the Trustees to check out the Library YouTube channel. The department has stopped volunteer services at this time. The Library has 70 volunteers, and they are very much missed. Collection Development staff are still ordering books.

City of Bozeman Reports

Terry Cunningham, City Commission Library Liaison- Cunningham stated that when the Governor declared the state of emergency, the City, County and all the surrounding cities coordinated a state of emergency declaration. Since that time, we've been under an emergency management protocol incident command structure. There has been a really effective, coordinated response. The Parks and Trails Improvement District passed with a 61% vote and frees up funds for the City's general fund, where the Library operations budget comes from. The City Commission has been meeting virtually. The City Budget is coming up for discussion next. Interim City Manager Dennis Taylor's last City Commission meeting was Monday and everyone looks forward to the new City Manager Jeff Mihelich, who comes from Fort Collins, Colorado.

Foundation Report

Janay Johnson, BPL Foundation Director – Johnson was concerned when the pandemic began that our donations were going to drop off but the Library's biggest supporters continued to give and even provided additional donations to support the Library this spring. The Foundation had an amazing Give Big campaign this year; there were 212 donors and the Foundation made \$34,000 on top of its donor match. The Library Gala has been canceled in the fall. She updated the group on the Library expansion project and said that we are going to continue moving forward with it. Foundation staff and Director Gregory are still working on the RFP for the conceptual design and community engagement piece of the project. It is in the City Attorney's office for review at this time.

Adjournment There being no further business, Board Chair Gallagher adjourned the meeting at 5:00pm.