

Bozeman Public Library Board of Trustees Regular Meeting
Bozeman Public Library
Wednesday, February 17, 2021
Minutes

Meeting held via Webex

Attendance Board Chair John Gallagher; Trustees Stewart Mohr, Kelly Dowdell & Jennifer Pawlak; Bozeman Public Library (BPL) Director Susan Gregory; Assistant Director Kit Stephenson, Department Head Cindy Christin, Brittany Dolezal, Carmen Clark, & Lois Dissly, Foundation Director Janay Johnson, Administrative Assistant Lauranna Cossins, & City Commissioner Terry Cunningham
Not Present: Trustee Ken Spencer Kelly & Friends President Dana Pepper.

Call to Order Meeting was called to order by Board Chair Gallagher at 4:13pm.

Approval of the Minutes

Action Trustee Pawlak moved to approve the minutes from the January 20, 2021 meeting. Trustee Mohr seconded. No further discussion. The Board voted unanimously to approve the minutes.

Action/ Discussion

Library FY22 Budget request presentation – Gregory

Discussion was based on information shared with the Board. Director Gregory discussed the FY22 changes to several FY21 accounts. These included a slight increase in Computer Supplies, Gas & Oil, Books and Reference Materials and Subscriptions with a decrease in Office Equipment maintenance and repair. The Library's e-resources are included in the Subscriptions line item and we included an increase in this category due to very heavy patron use in 2020. We are requesting \$22,600 less than last year overall in our Operations Budget because last year we requested a large amount to replace the Library's public computers. Gregory and Stephenson will present the FY22 Library Budget request to the City administration on March 8th.

Action: Trustee Pawlak moved to approve the FY22 Budget request. Trustee Mohr seconded. No further Discussion. The Board voted unanimously to approve the FY22 Budget Request as requested.

Reports

Correspondence Director Gregory shared the following patron comments:

- A patron requested that the Library reopen soon.
- A patron wrote that they believe many people would be encouraged to find old magazines and discarded books in the Library lobby for them to take home and enjoy.
- Director Gregory received a phone call from a patron who wanted to thank the Library administration and staff for providing so many services to patrons while we have been working but closed to the public during the pandemic. The patron asked to whom he could mail a donation to the Library and Gregory directed him to the Library Foundation.

Trustee Pawlak asked if we were still quarantining books after return, Assistant Director Stephenson advised we are no longer quarantining material based on guidance from the Gallatin City-County Health Department and the latest research available on how the virus is transmitted.

Director and Staff Reports

Director Gregory discussed her Director's report, which included the Library's reopening plan. Gregory and Library administration continue to monitor the Gallatin City-County Health department weekly COVID-19 reports for increases or decreases in both new cases and positive test results. The pattern for this week is a slight increase in the number of positive test results from 5.1 to 5.7%; average new cases from 30.5 to 32.7. We're looking for a consistent pattern of <5% positive test results so that we can bring the public back in on a limited basis. Even though Gallatin County will keep the mask mandate in place at this time, we're seeing more people without masks due to the termination of the state mandate. Hopefully, this will not negatively affect case numbers.

Gregory reported on the virtual American Library Association Midwinter Conference held January 22 thru 26th. Gregory, Stephenson, and our four Department Heads all registered and attended the Conference over a period of four days. There was a stellar lineup of speakers due to the virtual nature of the event; these included First Lady Jill Biden, authors Ibram X. Kendi and Adam Grant, poets Joy Harjo and Amanda Gorman, actors Cicely Tyson and Ethan Hawke and musician Ziggy Marley. Each of these speakers spoke about their new books, with the exception of Biden who spoke about the importance of libraries in a democracy.

Gregory shared an update on the Library Expansion project. Our project architects at MSR conducted community input discussions online this week in four sessions. We had a separate session for Library staff on Monday and the other sessions were on Wednesday and Thursday. Additionally, we had 598 community members fill out the related online survey.

Department Heads highlights

Tech Services Department Head Dissly stated her staff is working on updating our collection and procedure plans and working on a data map. They still need to inventory the Montana Room, but the rest of the Library inventory is complete.

Adult Services and Outreach Head Carmen Clark reported that we've hired a new Health and Wellness Librarian, Barb Mueller. Mueller is currently providing a staff wellness program, with smoothies and simple exercises a few days a month, and hopes to offer something similar to patrons when we are able to offer in-person programming. One Book One Bozeman is this month, and we are offering numerous virtual programs to the public on the book, Louise Erdrich's *The Night Watchman*. The Department's staff is planning a financial literacy series in the months of March and April.

Children's Department Head Cindy Christin stated the "Book Bundles" continue to be a highlight for patrons, who love the pick-up service and are using it heavily. Christin's staff members are in major bag production and are also providing different craft bags for different age groups. They have put together 150 bags for the Gallatin Food Bank, which are funded by the Library Foundation. These bags, which contain a children's book, Library card application, stickers, a craft activity and information on the Library, are free and given to each family with children who come to the Food Bank. We appreciate the Foundation's support of this project!

City of Bozeman Reports

Terry Cunningham, City Commission Library Liaison- Commissioner Cunningham provided an update on the City. The City received federal funding through the Cares Act and decided to distribute and invest the 2.1 million dollars back into the community to approximately 50 nonprofit businesses. Cunningham said that, on behalf of the City Commission, he would like to convey thanks to all of the Library administration and staff for "everything you do and continue to do" as we work to creatively provide Library materials and services during the pandemic.

Foundation Director Janay Johnson provided a breakdown of the 2021 Library Foundation budget. They have committed \$247,000 in funds to the Library, including the startup cost for the satellite site at Gallatin High, which has been delayed due to the pandemic but is still planned. Johnson gave an update on the Library expansion project with MSR. We received 598 completed public and staff surveys and held four virtual public engagement workshops with approximately 30 people in each. The next step is that MSR will take all that feedback and information and come back to us with specific concepts that will be presented at the end of March.

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