

**Bozeman Public Library Board of Trustees Regular Meeting**  
**Bozeman Public Library**  
**Wednesday, Sept 15, 2021 - Library Large Community Room**  
**Minutes**

**Attendance** Board Chair John Gallagher; Trustees Stewart Mohr, Jennifer Pawlak & Ken Spencer; Bozeman Public Library (BPL) Director Susan Gregory; Assistant Director Kit Stephenson, Department Heads Brittany Dolezal, Sarah Creech, Carmen Clark (phone in), Administrative Assistant Lauranna Cossins, Friends of the Bozeman Public Library President Sam Gilmer

Not Present: Foundation Director Janay Johnson, Trustee Dowdell and City Commissioner Terry Cunningham

**Call to Order** Meeting was called to order by Board Chair Gallagher at 4pm

**Changes to the Agenda-** Chair Gallagher would like to add under Section E, Discussion of Board officers

**Public Comment** – no comment

**Approval of the Minutes**

**Action** Trustee Pawlak moved to approve the minutes from the June 16, 2021 meeting. Trustee Spencer seconded. No further discussion. The Board voted unanimously to approve the minutes.

**Action/ Discussion**

**1. City Commission Resolution 5323: establishing standards for all appointed City boards, commissions, agencies, committees - Gallagher**

The Library Board discussed the resolution and agreed they are currently a high functioning board according to the standards listed in the document. This resolution gives instruction on how to run a meeting appropriately. The City Commission voted at their June 22nd Commission meeting to adopt the plan as guidance for consolidated City advisory boards. The Library Board members present stated that they are very pleased that the City Commission recognized that the Library Board is and should remain an independent board. The Library Board will continue as

always with the same meeting rules and protocols that have been observed in the past.

## **2. Board Officers- Gallagher**

Board Chair Gallagher led a discussion on yearly election of Board officers. According to the bylaws, the Board doesn't need to elect new officers every year as the officers serve at the Board's discretion. The Board can choose to leave the current officers in place and the issue does not need to be an action item on the next month's meeting agenda. The Board agreed to leave the current officers in place until Chair Gallagher rotates off the Board next June. No further action needed.

## **Reports**

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

- "I think your library is awesome. I just think you should do more outside book sales."
- "I absolutely love the Library hallway art!"
- "Take off your masks!"
- "Invite the community to walk the concrete circle outside with paint on their feet. I think a rainbow of footprints would be awesome."
- Several books suggestions were offered and provided to the Library's collection development team.

## **Director and Staff Reports**

**Director Gregory** highlighted her report, which was provided to the Board earlier:

- Reopening the Library – Gregory said that Library administration staff are continuing to work towards having the Library be open pre-pandemic hours. The high number of current staff vacancies has impacted the ability to do so.
- Gregory introduced the new Circulation & Customer Services Department Head, Sarah Creech.
- Summer programs and events went really well; all the programs were held outside.
- Cindy Christin's retirement was in August. We honored her request and had a great concert on the Library Green on August 15th to celebrate her 33 years of wonderful service to the Library and our Children's department.
- The Board was provided a Design & Construction schedule for the Library expansion project.
- Discussions with the City administration are taking place regarding a future west side Library branch and recreation center.

- Gregory and Stephenson discussed keeping the Community Rooms closed for public meetings for the time being and to continue with virtual programming only at this time.

### **Department Heads Highlights**

**Adult Programming & Outreach Department Head Brittany Dolezal-** She announced that her last day would be on October 1, 2021. She is returning to Colorado. She thanked the staff and Trustees for all their support over the last two years.

**Public Services Department Head Sarah Creech -** The Circulation staff is working on getting the curbside pickup service back up and running. The table for materials will be located outside.

**Assistant Director Kit Stephenson-** Stephenson announced that the Open Door office is back open and we are working with our partners. She reminded those present of the upcoming Library Foundation fundraiser, the “Stay Home and Read a Book Ball”.

### **City of Bozeman Reports**

**Terry Cunningham, City Commission Library Liaison-** No report provided

**Library Foundation** Director Janay Johnson –Nothing to report at this time

**Friends** President Sam Gilmer reported that the Friends Book Sale will be on the Library Green, in front of the Library this weekend, Sept 18-19th.

**Adjournment** There being no further business, Board Chair Gallagher adjourned the meeting at 4:56 p.m.