

**Bozeman Public Library Board of Trustees Regular Meeting**  
**Bozeman Public Library**  
**Wednesday, Jan 19th, 2022**  
**Library Community Room**  
**Minutes**

**Attendance** Board Chair John Gallagher; Trustees Stewart Mohr, Kelley Dowdell, & Jennifer Pawlak; Bozeman Public Library (BPL) Director Susan Gregory; Assistant Director Kit Stephenson, Department Heads Sarah Creech & Ellie Newell, Administrative Assistant Lauranna Cossins, City Commissioner Terry Cunningham, Friends of the Bozeman Public Library President Sam Gilmer & Foundation Director Janay Johnson.

**Call to Order** Meeting was called to order by Board Chair Gallagher at 4:00pm

**Public Comment** – no comment

**Approval of the Minutes**

**Action** Trustee Mohr moved to approve the minutes from the November 17, 2021 meeting. Trustee Dowdell seconded. No further discussion. The Board voted unanimously to approve the minutes.

**Action/ Discussion**

**1. Library Expansion renderings review – Stephenson, Gregory**

Assistant Director Stephenson projected current renderings of the Library Expansion project. These included views of the north Library entrance, the expanded Community Room, the Library Hub and the 2 learning labs. The Library Hub will be a new gathering space in the Library on the first floor. The projected start date of Phase 1 is July 18, 2022. New overhead lighting, the Library Hub, the shifting of shelving, two new 2<sup>nd</sup> floor meeting spaces and the installation of new carpet on the first floor are in this phase. Phase 2 is projected to start in January of 2023. This final phase will include the expansion of the Community Room, expansion of the Montana Room, and the creation of the 2 first-floor learning labs.

**No Action**

## **2. Naming the “McLeod Reading Room” – Gregory, Johnson**

Foundation Director Johnson requested Trustee approval to re-name the Montana Room in recognition of longtime Library supporter, patron and donor, Bruce McLeod. Gregory agreed and said, “We want to honor him for his generous donations, commitment to libraries and love for Montana by re-naming the Montana Room to be the “McLeod Reading Room.” McLeod was a key supporter of the Library’s Bookmobile project and a member of the Friends of the Library Board.

**Action** Trustee Dowdell moved to approve the naming of the Montana Room expansion to the “McLeod Reading Room.” Trustee Pawlak seconded. No further discussion. All in favor. The Board voted unanimously to approve the naming.

## **3. Bookmobile MOU with HRDC – Gregory**

Director Gregory provided a copy of the Library’s Memo of Understanding with HRDC for use of the Bus Barn for the Bookmobile. The City Attorney’s office prepared the MOU to outline the responsibilities of the City and HRDC. We are subleasing space from HRDC for the housing of the Bookmobile.

**Action** Trustee Mohr moved to approve the MOU as submitted. Trustee Dowdell seconded. All in favor. The Board voted unanimously to approve the Bookmobile MOU with HRDC.

## **Reports**

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

“Have a fully fenced in area outside for dogs.”

“Please open on Sundays and Monday again. We love the Library & it makes us happy when it’s open.”

“I love music and the guitarist upstairs on Saturday, but I come to the Library for a non-music focus.”

“Hire better staff.”

“Please do the Lego Xmas trees again, we loved them.”

“If you want to be inclusive to Trans people, remove the lock on the bathroom since having to ask for the key will make folks uncomfortable and anxious.”

Director Gregory explained that the decision to lock the family bathroom door and have people come get the key was due to the unfortunate and sometimes illegal activities that had occurred in that space when it was unlocked.

## **Director and Staff Reports**

### **Library Director Susan Gregory**

Gregory shared her report, which was provided to the Board prior to the meeting. There was discussion of the Library’s plans for reopening the Library seven days a week. Gregory shared that the City of Bozeman administration and City Commissioners are committed to both recruiting talented professionals and retaining the excellent employees that they have. In this spirit, the City Manager and Human Resources Director announced that all full-time employees will get a \$1,000 payment in January and a \$2,000 payment in June as retention incentives. Part-time staff will receive pro-rated amounts, depending on the hours that they work. The funds for these incentive payments come from vacancy savings. No one’s taxes will be impacted by this. Additionally, the City is now offering paid parental leave to appropriate staff.

The Library has been impacted with staff shortages in the last year. Hours of operation have been affected. The Library staff is very happy to learn of the City’s retention imperatives.

## **Department Heads Highlights**

### **Assistant Director Kit Stephenson provided highlights for Adult Programming and Outreach Department Head Corey Sloan**

The Bookmobile will be back on the road Feb. 1<sup>st</sup>. Jonathan has his commercial driver’s license (CDL) now and Ben has his CDL permit. Ben has an appointment in early Feb. for his driving test.

There is a new Librarian in the Adult Programming and Outreach Department, Liz DeVries. Kit is staying informed regarding the Flathead County Libraries (Imagine If) challenges on two books. The decision has been to postpone voting on one book until their Board can review Imagine If’s Collection Development Policy. Kit is the current Montana Library Association President and the MLA Board is discussing how to respond.

### **Youth Services Department Head Ellie Newell-**

The Youth Services Department (YS) continues to be challenged by COVID-related staff absences. Newell offered kudos to the YS Team for their flexibility, teamwork, and care for their colleagues.

Planning is underway for Summer Experience 2022.

- a. Participants can set their own reading goals.
- b. There will be emphasis on hands-on learning.
- c. The goal is to make the Library, learning, and literacy part of families' summer routines.
- d. Another important goal is to prevent the “Summer Slide”- the loss of reading skills.
- e. The theme this year is Oceans of Possibilities featuring art by Sophie Blackall, a former Children's Festival of the Book visiting artist.

Department staff are partnering with Thrive to produce monthly bilingual virtual story times. They're continuing to get books into kids' hands in partnership with Women, Infants, & Children (WIC) and the Gallatin Valley Food Bank. Staff members are continuing to offer hands-on “Learning to go for” youth of all ages. More than 600 children and teens took home learning & literacy kits in January!

#### **Collection Management Department Head Carmen Clark**

Clark’s highlights were provided by Sarah Creech for Department Head Clark, who was absent. The department team is working on a large weeding project in order to get ready for the expansion/construction as well as a plan to access as much of the materials as possible during construction. This includes the plan to have patrons check out a lot of materials before the stacks get closed.

#### **Public Services Department Head Sarah Creech –**

The Customer Services / Circulation team is working on plans to serve the public during the remodeling project. They are updating department procedures, the patron database, and building a robust training plan for shelving for all volunteers and staff members.

#### **City of Bozeman Reports-**

**Terry Cunningham, City Commission Library Liaison-** the Commission had its priority setting meeting for the coming year. Consolidation of the numerous City boards into the 5 Super Boards has taken place and the City Commission and City management are seeing younger and more diverse board memberships.

#### **Library Foundation**

Director Janay Johnson shared a fundraising update for the Library expansion project. Projected cost for the expansion is \$5.1 million. The Library is using its Depreciation Funds to contribute \$362,000 for carpet and lighting replacement and an extension of the Automated Materials Handler in the Circulation department. To date, the Foundation has raised \$4,079,000 and has \$700,000 left to raise. The Library campaign brochure will be out soon.

**Friends of the Bozeman Public Library**

President Sam Gilmer reported that the Friends will still continue to sell books and support the Library during the Library expansion. The Friends' Annual Membership Meeting is scheduled for March 1, 2022.

**Adjournment** There being no further business, Board Chair Gallagher adjourned the meeting at 5:12 p.m.