

Bozeman Public Library Board of Trustees Regular Meeting
Bozeman Public Library
Wednesday, Oct 20, 2021 - Library Large Community Room
Minutes

Attendance Board Chair John Gallagher; Trustees Stewart Mohr, Kelley Dowdell, Jennifer Pawlak & Ken Spencer; Bozeman Public Library (BPL) Director Susan Gregory; Assistant Director Kit Stephenson, Department Heads Corey Ffiles, Sarah Creech, Carmen Clark Administrative Assistant Lauranna Cossins, Friends of the Bozeman Public Library President Sam Gilmer, Strategic Services Jon Henderson, and Finance Director Kristin Donaldson

Not Present: Foundation Director Janay Johnson

Call to Order Meeting was called to order by Board Chair Gallagher at 4:01pm

Public Comment – no comment

Approval of the Minutes

Action Trustee Mohr moved to approve the minutes from the Sept 15, 2021 meeting. Trustee Pawlak seconded. No further discussion. The Board voted unanimously to approve the minutes.

Action/ Discussion

1. Library expansion update –

Traci Lesneski, Principal, MSR provided a brief update on the Library Expansion Project. She reviewed the guiding principles. The key ideas are to create a destination, foster curiosity and discovery, be a hub for learning and exploration, and to capitalize on this special place where the Library resides.

A design update was provided by Kate Michaud: there will be an addition to the large community room so it will seat 200, and two creative labs will be across the hall. The labs will allow free classes of all types to be available to the community, including technology and cooking classes. A central hub gathering space will be in the center of the first floor, where there will be seating and business center amenities such as printers. The Friends of the Library will have space for the sale of their books. Upstairs, the plan is to enlarge the Montana Room as a quiet reading space and create three more small public meeting rooms.

2. Library Depreciation Fund CIP – Donald, Henderson

City Finance Director Kristin Donald presented an overview of the Library Depreciation requests for FY23- FY27. This is the capital improvement plan for the Library that will be presented to the City Commission for approval. Jon Henderson, Strategic Services Director, gave a detailed overview of the new project regarding the Library lighting upgrade in FY23 that will coincide with the Library Expansion. He advised of the need to replace the Air-cooled Chiller (HVAC) in FY27, based on the age of the system installed in 2006. Assistant Director Kit Stephenson provided detail on the request for the addition to the Circulation automated materials handler (AMH) in the request for FY 23. This would double our bin space and capacity to handle more returned materials and books.

Action: Trustee Dowdell moved to approve the CIP requests for FY23-FY27 Library Deprecation fund. Trustee Mohr seconded. No further discussion. The Board voted unanimously to approve

3. Library Staff Day – Gregory

Director Gregory advised the Board that the Library is planning to host a Library Staff Day on November 11, 2021. We are requesting permission to close the Library to the public to hold our annual staff training day.

Action: Trustee Pawlak moved to close the Library to the public on November 11, 2021 for the Library Staff Day. Trustee Dowdell seconded. No further discussion. The Board voted unanimously to approve

4. Lindley Perk Coffee Shop lease – Gallagher

Gallagher stated per the City Attorney Greg Sullivan the Lindley Perk Coffee shop lease will not be discussed at this time, in an open meeting.
No action at this time.

Reports

Correspondence Director Gregory shared the following patron comments:

“We thank the kindly librarian for help printing.”

“In recognition of the benefits from the Library, thank you.”

“People should be allowed a full day pass on the computers.”

“Buy more e-book copies available online for popular titles.”

“Get more basketball books.”

A patron wrote, “Dan was very helpful on the computer and was first rate.”

Director and Staff Reports

Director Gregory discussed her report, which was provided to the Board earlier. She said that our new Youth and Children’s Services Department Head, Ellie Newell, started on October 11th. Newell comes to our Library from the Imagine If Library System in Flathead County and will be a great addition to our team. Corey Fifles has been promoted from a Librarian 1 to be our new Adult Programming and Outreach Department Head. She brings 5 years of experience in our Adult Programming and Outreach department and lots of creative energy to this new role. Jonathan Farrell, our Bookmobile Assistant, passed his Commercial Driver’s License written test, so we are one step closer to getting the Bookmobile on the road again.

Department Heads Highlights

Youth Services Department Head Ellie Newell- Ellie introduced herself and gave a little background on her Library experience. She said that she is very excited to be here. She shared that the Children’s Festival of the Book will be November 12th – 13th.

Adult Programming & Outreach Department Head Corey Fifles- Corey introduced herself and said that she was recently promoted to Department Head. “I have worked here for 5 years as an Adult Programming and Outreach Librarian. I bring a lot of institutional knowledge, so I can see where we’ve been and look forward to where we are going.”

Collection Management Department Head Carmen Clark- Carmen shared that her staff is weeding the collection and also getting a lot of new materials out of the department to shelves.

Public Services Department Head Sarah Creech – Sarah provided an update on department vacancies and will interview next week for the two part time Library aides.

Assistant Director Kit Stephenson- Kit said that she is continuing to work with Susan and the architects on construction plans for the Library. She is working with Susan and the City HR staff to fill remaining staff vacancies.

City of Bozeman Reports

Terry Cunningham, City Commission Library Liaison- The Commission is very appreciative of how resilient the Library staff has been during the last year and a half of the pandemic, with all of the many changes that had to be made. Commissioner Cunningham stated the General Fund Capital Improvement plan is on the horizon.

Library Foundation Director Janay Johnson – No report provided.

Friends President Sam Gilmer- The Friends raised over \$12,000 last month from their outside book sale. People said that they love the outside book sales in the warmer months. The Friends are discussing the changes to the coffee shop/bookstore with the Library Expansion Project.

Adjournment There being no further business, Board Chair Gallagher adjourned the meeting at 5:19 p.m.