

Bozeman Public Library Board of Trustees Regular Meeting
Bozeman Public Library
Wednesday, February 16, 2022
Library Community Room
Minutes

Attendance Board Chair John Gallagher; Trustees Stewart Mohr, Ken Spencer, & Jennifer Pawlak; Bozeman Public Library (BPL) Director Susan Gregory; Assistant Director Kit Stephenson, Department Heads Sarah Creech, Corey Sloan & 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 Pawlak moved to approve the minutes from the January 19, 2022 meeting. Trustee Mohr seconded. No further discussion. The Board voted unanimously to approve the minutes.

Action/ Discussion

Circulation Policy update and Review and Approval;

A copy of the Circulation policy with requested changes was provided to the Board of Trustees in their packet for review. Public Services Department Head Sarah Creech highlighted the changes and updates to the current policy as followed

As part of the Bozeman Public Library’s mission and vision to serve and connect all Bozeman citizens, a library card may be issued to any person who provides a Gallatin County physical address on their library card application and shows at least one form of identification when completing their application. If only a mailing address is provided, a physical address in Gallatin County will need to be provided before a permanent card is issued.

Because the Library is supported by Bozeman City and Gallatin County taxes, persons living outside Gallatin County may purchase an “out of county” library card for an annual fee of \$10.00 (ten dollars and no cents). Out of County cards must be updated annually.

Exceptions to the annual fee include

- Persons working in Gallatin County or Yellowstone National Park who provide a form of identification as outlined above, along with proof of employment within Gallatin County or Yellowstone National Park. Once identification and proof of employment are provided the person may be issued a free library card with full privileges that will be valid for one year. Continued proof of paid employment will be necessary to renew this library card for no fee on an annual basis. All members of the employee's family may be issued a card with no fee.

Action: Trustee Mohr moved to approve the Circulation policy as revised and presented. Trustee Spencer seconded. No further discussion. The Board voted unanimously to approve the revised circulation policy.

Reports

Correspondence Director Gregory shared the following patron comments:

A patron requested that the Library start a J.R.R. Tolkien Book Club.

There were two book requests for the Youth Services department

A patron asked that the Library please add more computers to the Youth Services department.

Director and Staff Reports

Director Gregory discussed her report, which was provided to the Board prior to the meeting. She is finishing up the process with the City Attorney's office regarding the termination of the lease for the Library coffee shop. The Library Expansion Project construction is expected to start mid-July, 2022 and projected to be completed by September, 2023. The project will occur in 2 phases. Our goal is to be open to the public during the construction, with the possibility of brief closures only if there are safety risks to patrons and staff. Gregory also led a brief discussion regarding the current library book challenges that are occurring throughout the United States and in Montana.

Department Heads Highlights

Assistant Director Kit Stephenson-The Library is planning to be open for the pre-pandemic schedule of hours starting Sunday, Feb 27, 2022. This means that we will once again be open seven days a week, as well as four evenings until 8 pm.

Youth Services Department Head Ellie Newell-

Newell reported that the Youth Services Department continues to be hopping! Many families have come in to load up on books, play with dinosaurs, and explore.

- She offered a training to all Library staff in the quarterly staff meeting about Early Literacy.
- The Teen Book Fest will be on Tuesday, May 24th, featuring young adult authors Tiffany D. Jackson and Jeff Zentner. Both authors will be giving talks at Bozeman and Gallatin High as well as at the Library in the evening of that day.
- Kathleen set up a charming Valentine-making station for children to use in the weeks leading up to February 14th. Hundreds of children practiced writing and made messages of love for their family members and pets.
- Newell is coordinating with Meghan Roth, the Bozeman Schools Early Literacy Coordinator, on a series of programs this spring. Newell will join Ben on the Bookmobile for evening family programs at public schools.
- The department is budgeting for investment pieces; these include hands-on learning tools like water tables and wind tunnels that will be used for years to come. This year's Summer Reading partners include the YMCA, Bella, the Food Bank, and more local organizations to ensure that BPL's Summer Learning is accessible to more families. Newell offered special kudos to Corey, Ben, and Jonathan for their enthusiasm about including hands-on kiddo activities in their Bookmobile work.

Collection Management Department Head Carmen Clark- Highlights provided by Sarah Creech:

- Jennifer Lemon & Beth Boyson both received their Montana State Library certification.
- The clean-up of the materials collection on the first floor is in full swing
- Clark and her staff have created fun displays throughout the Library and she encouraged the Trustees to take a look at them.
- The Library now has free COVID tests available for the public. We appreciate the Bozeman Fire Department for providing these to us.

Public Services Department Head Sarah Creech –

- The Adult Volunteer Coordinator position has been posted. This 20- hour per week Library Assistant position has moved from the Collection Management Department to the Public Services Department. The former Volunteer Coordinator will continue to be with us as our Interlibrary Loan Coordinator.
- The first quarterly Staff Meeting of 2022 (and first since 2019) will be Thursday, 2/17/22. Training topics include Shelving 201 with Sarah Creech and Sarah Normandeau and Introduction to Early Literacy with Ellie Newell.

- Quarterly statistics are being tracked this week for both reporting and grant purposes. Results will be shared with Library newsletter subscribers and at the March Library Board meeting.

Adult Programming & Outreach Department Head Corey Sloan-

- Sloan is going to be the project manager for the SymBozium committee. Committee members are planning to incorporate One Book One Bozeman's choice, "The Cold Millions", in topics this year. The New York Times best-selling author, Jess Walters, is a resident of Spokane, WA.
- The Seed Library received a grant from the Gallatin Gardeners Club.
- The Puzzle Exchange on the second floor is incredibly successful. Patrons are coming in and swapping puzzles on a daily basis.
- The "Americans and the Holocaust" exhibit is coming to our Library in May and will be here for the public to see through June. Carmen Clark wrote a grant two years ago for the project and applied for the Bozeman Public Library to be a host site. The exhibit was created by staff at the Holocaust Museum in Washington, DC, and funded by the American Library Association. Bozeman will be the only Montana site for this traveling exhibit.

City of Bozeman Reports-

Terry Cunningham, City Commission Library Liaison- the City Commission is moving to in-person Commission meetings after Spring Break in March.

Library Foundation

Director Janay Johnson shared that the Foundation has formed an Advisory Council made up of local citizens. She shared a copy of the newly published Bozeman Forward campaign brochure.

Friends of the Bozeman Public Library

President Sam Gilmer reported that the Friends' Annual Membership meeting will be on Tuesday, March 1, 2022.

Adjournment There being no further business, Board Chair Gallagher adjourned the meeting at 4:57 p.m.