

Bozeman Public Library Board of Trustees Regular Meeting
Bozeman Public Library
Wednesday, March 9, 2022
Library Community Room
Minutes

Attendance Trustees Stewart Mohr, Ken Spencer, & Kelley Dowdell Bozeman Public Library (BPL) Director Susan Gregory; Assistant Director Kit Stephenson, Department Heads Sarah Creech, Corey Sloan, and Carmen Clark; Administrative Assistant Lauranna Cossins, Friends Secretary Ramona Mead & Foundation Director Janay Johnson.

Not Present: Board Chair John Gallagher, Trustee Jennifer Pawlak & City Commissioner Terry Cunningham

Call to Order Meeting was called to order by Trustee Kelley Dowdell at 4:03pm

Public Comment – no comment

Approval of the Minutes

Action Trustee Spencer moved to approve the minutes from the February 16, 2022 meeting. Trustee Mohr seconded. No further discussion. The Board voted unanimously to approve the minutes.

Action/ Discussion

FY23 Library Budget Request – Gregory/Stephenson

Gregory and Stephenson shared the Library's FY23 Budget Request that they will present to the City of Bozeman administration this week. The Library is a City of Bozeman department and is included in the City's General Fund. The Library also receives funding each year from Gallatin County per an interlocal agreement between the City of Bozeman and Gallatin County for the Bozeman Public Library to extend services to County libraries and citizens. The Library budget is created with input from the four Department Heads by the Director and Assistant Director and reflects the costs of operations and materials needed to give excellent public library service to the community. Stephenson highlighted the few line items for program supplies related to the Library expansion project, which will take place over the next year. The proposed budget will be reviewed by City administration. The Board will be informed of any changes.

Action: Trustee Mohr moved to approve the FY23 Library Budget Request as presented. Trustee Spencer seconded. No further discussion. The Board voted unanimously to approve the FY 2023 Budget request.

Circulation Policy Fee Change –Gregory/Creech

Circulation & Customer Service Department Head Creech presented the proposed change to the Circulation Policy. In the section Notification to Patrons of Late Materials: Suspension of Library Privileges, the change reflects the increase to the referral fee the Bozeman Public Library will charge for long overdue or lost books from \$10.00 to \$10.30.

Patrons with at least one lost item with a replacement value of \$15.00 (fifteen dollars and no cents) or more will be contacted by Unique Management. ~~A \$10.30 (ten dollars and thirty cents) referral fee from Unique Management will be attached to the patron record along with the replacement cost of each lost item.~~ **A referral fee from Unique Management will be attached to the patron record, at the current fee rate, along with the replacement cost of each lost item.**

Discussion- Trustee Dowdell requested we take out the exact dollar amount and have it read as follows above in bold text.

Action: Trustee Mohr moved to approve the Circulation policy as revised as presented to the section described above. 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:

“You guys are great!”

“Please!!!! Put a path though the roundabout, pedestrians are in a dangerous situation out there.”

A patron wrote of several concerns: the used books in the coffee shop are too expensive, the snow is piled up in front of the benches outside in the plaza and needs to be shoveled, book returns are not working during closed hours, and they did not approve of having a television on the second floor showing the Winter Olympics (sound muted).

Director and Staff Reports

Director Gregory discussed her report, which was provided to the Board prior to the meeting. She updated the Trustees on the current challenge to a book in the Children’s Department. Gregory described the request for materials reconsideration process, which includes review of the book by a committee of Library staff, a written reply to the patron with the results of the review from the Library Director and the last step of a patron bringing the request to reconsider the material to the Trustees in a Library Board meeting. Gregory has written to the patron with the results of the review.

Department Heads Highlights – Department reports were provided to the Board prior to the meeting for review. Trustee Mohr requested that the Department Heads present each share one highlight.

Youth Services Department Head Ellie Newell- On Ellie’s behalf, Kit shared that BPL staff had 677 early literacy conversations with patrons during a recent two week statistical survey window.

Collection Management Department Head Carmen Clark- Carmen shared that between July 2021 and Feb 2022, her department staff added 4899 new materials to the Library’s collection and weeded 8981 items that have not circulated in years or contain outdated information in preparation for the expansion project.

Public Services Department Head Sarah Creech – Sarah shared that there will be a full-time Library Assistant position in her department later this month.

Adult Programming & Outreach Department Head Corey Sloan- Corey shared that her staff is excited to offer a new service, “Ask a Genealogist”, which will offer personalized assistance in using our library resources for genealogy research to patrons.

City of Bozeman Reports

Terry Cunningham, City Commission Library Liaison- unable to attend the meeting.

Library Foundation

Director Janay Johnson shared that the Foundation continues to work on its campaign appeal. She said that our community is very supportive of the Library and that the Foundation continues to receive large gifts for the Library Expansion project.

Friends of the Bozeman Public Library

Friends Secretary Ramona Mead stated that the coffee shop book store is currently open and staffed on Tuesdays and Thursdays from 10am-3pm for book sales. The Friends hope to have three outside book sales this summer. They are running out of storage space due to the huge number of donations being made. Membership is currently down but they believe that it will continue to increase as we move out of pandemic mode. The next Friends Board meeting is April 5, 2022.

Adjournment There being no further business, Trustee Dowdell adjourned the meeting at 5:05 p.m.