

Bozeman Public Library Board of Trustees Regular Meeting
Bozeman Public Library
Wednesday, Nov 17th, 2021
Library 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 Sloan, Sarah Creech, Carmen Clark & 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 Dowdell moved to approve the minutes from the Oct 20, 2021 meeting. Trustee Mohr seconded. No further discussion. The Board voted unanimously to approve the minutes.

Action/ Discussion

1. Naming Opportunities Policy-

Gregory provided a copy of the proposed Naming Opportunities Policy to the Board for review & approval. This will be an addition to the existing Bozeman Public Library policies. The policy states, in part, “The Library Board of Trustees authorizes the Library Foundation and Library staff to carry out such a program for recognition of Library supporters, as approved by the Board, with the clear understanding that the standards and guidelines of the program will be administered unitarily and equally at all times. All solicitations for naming opportunities must be coordinated through the Library Foundation.” The Board reviewed and discussed the proposed document, which was reviewed and approved prior to the meeting by the City Attorney. The Bozeman Public Library Foundation has created a second document that will be used internally by Foundation staff to document donor naming opportunities.

Action: Trustee Mohr moved to approve the Naming Opportunity Policy as submitted. Trustee Spencer seconded. There was no further discussion. The Board voted unanimously to approve the policy.

Reports

Correspondence Director Gregory shared the following patron comments:

“Make the books easy to find.”

A local preschool teacher called to express her disappointment that BPL is not currently accepting outside meeting room reservations for programs, as she had hoped to have her preschool graduation event in the Community Room.

A patron requested that the City Commission and Mayor read the book “The Man who Planted Trees; Lost Groves, Champion Trees and an Urgent Plan to Save the Planet,” by Jim Robbins.

Director and Staff Reports

Director Gregory discussed her report, which was provided to the Board prior to the meeting. The Library Expansion project is at the end of the design phase with architects from MSR and will move into the bidding stage after the holidays.

A private donor has reached out to the Foundation to say that they would like to make a gift to the Foundation to help fund a west side Bozeman Public Library branch. Gregory and Library Foundation Director Janay Johnson will meet with the City Manager and the donor this month to discuss further.

The Library produced its first Staff Training Day since 2019 on November 11th and it was a great success. The staff of forty was split into two groups for the day to allow for social distancing. Two outside speakers offered rotating sessions on “How to Avoid Burnout” and “Improving Communication Skills” to the staff. Staff feedback was extremely positive: ongoing customer service training and more communication skill-building sessions were requested for later this year. Library management is hopeful that the public health situation will improve so that we can have more all-staff meetings and public events in the near future.

Department Heads Highlights

Youth Services Department Head Ellie Newell-

The 13th Annual Children's Festival of the Book was a success! Authors Chris Barton, Don Tate, & Janet Fox recorded presentations, visited schools, and met one-on-one with children and their families. Illustration and Writing contest winners got to discuss their work with Chris Barton and Don Tate, which was a very valuable experience for the children.

The Department is continuing hands-on learning in these tough times. Because of the temporary hold on in-person, indoor programs due to pandemic protocols and the inability to hold outdoor

programs due to the cold, the librarians are expanding and streamlining the existing take-home, hands-on learning offerings.

By January, staff will have delivered 500 kits monthly to children ages birth-18. Department Head Newell shared that they have two goals: 1) give caregivers tools to support their children's early literacy development and 2) connect older kids and teens with hands-on learning experiences.

Nancy Mundruczo will be the newest Youth Services team member. Her first day will be on November 26th.

Adult Programming & Outreach Department Head Corey Sloan-

Sloan reported that more than half of the Adult Programming & Outreach staff are new and had never attended a Staff Training Day. They said that they really appreciated the opportunity to connect with all Library staff. The Adult Programming & Outreach (APO) department is almost fully staffed for the first time in months. A new Librarian 1 will start in January. Unfortunately, due to their staffing issues, the Department of Motor Vehicles rescheduled the Bookmobile Assistant's Commercial Driver's License (CDL) test from November 4th to December 15th. This will delay having the Bookmobile on the road until after the holidays. Benjamin Elliott is the new Bookmobile Librarian. He is learning the ropes and studying for his CDL exam. The "One Book One Bozeman 2022" selection is *The Cold Millions* by Jess Walter. Sloan and her staff are in the process of announcing the title and planning year round programs on different themes in the book. New partnerships include upcoming virtual programs with Intermountain Opera Bozeman and an all-ages partnership with the World Language Initiative. On a personal note, Sloan shared that she recently got married and had a lot of friends and family from out of town, out of state, and all over the world visit the Library and they had only the most complimentary things to say about this gem in the community. She thanked the Trustees for their roles in helping us to have such a wonderful Library.

Collection Management Department Head Carmen Clark-

The streaming service HOOPLA usage grew by 30% this year. The pay-per-circulation model makes it hard to budget for because the number of uses has to be estimated in advance. The film streaming service Kanopy usage is also increasing. Patron use of the Library's digital services has steadily grown during the past 20 months of the pandemic. Bozeman Daily Chronicle microfilm will be available again very soon. We have found a new vendor. ILL will not be taking any requests during the month of December.

Public Services Department Head Sarah Creech –

Two offers for the vacant Library Aide positions have been made and the City HR department is waiting for background and reference checks to finalize. Creech said that they hope to be fully staffed in the department by mid-December.

New software for scheduling both staff and meeting room use has been purchased and set up has begun. The software is very useful and user friendly. The public will be able to request the rooms directly through the Library website. Library staff would then approve, deny, or ask additional questions. The goal is to make it easy for the public to use Library services.

In the first two weeks of November, staff conducted “Stats Week” to gather Library statistics for the Public Library Standards and Statistics survey we complete annually for the Montana State Library. These numbers help us to get funding from the state and federal government. The statistics are submitted to the Institute of Museum and Library Services in Washington, D.C., by the State Library. During this period, the Library had 5,440 patrons come through the doors, which resulted in 2,153 reference transactions, including 562 interactions related to early literacy, 2,357 procedural or policy transactions, and 873 directional transactions. Creech offered a huge thank you to the entire Library staff for tracking these interactions.

City of Bozeman Reports-

Terry Cunningham, City Commission Library Liaison-

Cunningham talked briefly about the City’s new citizen advisory boards and said that the new structure was proving to be very helpful.

Library Foundation

Director Janay Johnson shared that the Foundation is working on its Capital Campaign to complete funding for the Library expansion. Fundraising efforts have been very successful thus far.

Friends of the Bozeman Public Library

President Sam Gilmer reported that the Friends are still funding proposals and looking for fresh new ideas. The Friends Board is also looking into new creative ways to sell books the community.

Adjournment There being no further business, Board Chair Gallagher adjourned the meeting at 4:55 p.m.