

Bozeman Public Library Board of Trustees Regular Meeting
Bozeman Public Library
Wednesday, October 19, 2022
Public Safety Center
Minutes

Attendance Trustees Stewart Mohr, Pam Henley, Kelley Dowdell & Jennifer Pawlak; Bozeman Public Library (BPL) Assistant Director Kit Stephenson, Department Heads Sarah Creech, Ellie Newell, Corey Sloan and Carmen Clark, Administrative Assistant Lauranna Cossins, Foundation Director Janay Johnson, & Friends President Ramona Mead

Not Present: Trustee Ken Spencer, Library Director Susan Gregory & City Commissioner Terry Cunningham

Call to Order Meeting was called to order by Board Chair Stewart Mohr at 4:04pm

Public Comment – no comment

Approval of the Minutes

Action Trustee Pawlak moved to approve the minutes from the September 21, 2022 meeting. Trustee Dowdell seconded. No further discussion. The Board voted unanimously to approve the minutes.

Action/ Discussion

1. FY 23 CIP request – Assistant Director Stephenson presented the Library Depreciation CIP requests for the upcoming City CIP FY24-FY28 presentations; Stephenson presented what’s already been approved in FY23 which is \$50,000 for the expansion of sorter (AMH), \$72,000 for 1st floor carpeting, and \$175,000 for the Library lighting which is happening with the current Library expansion construction. New request for the Library is \$60,000 for the replacement of the blinds in FY24, and \$131,000 for carpeting upstairs in FY25. Stephenson also pointed out that we’ve put in \$200,000 in FY27 for a new Chiller, which was approved last year. Trustees asked of other projects the Library sees in the future, some suggestions were to carpet all the staff areas and children’s area & to reupholster the children’s furniture.

Action: Trustee Dowdell moved to approve the CIP requests as presented for FY24-28. Trustee Henley seconded. No further discussion. The Board voted unanimously to approve

2. Donor signage request - Johnson requested board approval of the naming of the 2nd floor NE meeting room to “Ken & Jenny Younger”.

Action: Trustee Pawlak moved to approve the donor naming of the NE meeting room. Trustee Henley seconded. No further discussion. The Board voted unanimously to approve

3. Display and Programming policies –Stephenson presented the Display and Programming policies that were provided to the trustees prior to the meeting for discussion. Stephenson stated similar to books being

challenged, programs and displays have started to be challenged and the management team decided to draft policies that would address a challenge on holding a program or displaying materials on a certain topic. Staff have worked with the city legal department to come up with these drafts. They are formatted to include the Library mission and vision statements and what the purpose of this policy is. Similar to the collection management policy there are criteria listed that would be followed to present a program or build a display. Questions from the Board included the forms for a reconsideration of program/policy.

Action: The Board requested to add a request for reconsideration form to each they would like to see this before approving the two policies presented.

4. Veterans Day closure – Stephenson presented that the city has added a wellness holiday to the day after Thanksgiving, allowing us an extra holiday for the year. In the past we've used Veterans Day as the day after Thanksgiving, and the Library was open on Veterans Day. We are requesting approval to close the Library on Veterans Day in order to have a staff training day. The Holiday will be floated to Christmas Eve.

Action: Trustee Dowdell moved to approve the added holidays/closure of the Library as presented. Trustee Pawlak seconded. No further discussion. The Board voted unanimously to approve

Reports

Correspondence Assistant Director Stephenson shared the following patron comments:

“Email from a patron that was sent to Carmen; The patron wanted to relay their appreciation for a clear explanation of how Hoopla works and the download limits.” - The Library has a daily limit on downloads.

Several book requests from patrons were shared.

Director and Staff Reports

Director Report provided to Trustees prior to meeting, no discussion or questions. Director Gregory was not present. Assistant Director Stephenson highlighted the full day meeting that was held with the architects for the west side campus. The focus was on programs and space needed for a library branch, an aquatic center, and a rec center. There will also be shared space component and different ideas were presented on what that can look like. The meeting ended with a discussion of possible community groups that can be met with for input. Stephenson also showed photos of the renovation and updated the Board where the project is as far as the schedule.

Department Heads Highlights – Department reports were provided to the Board prior to the meeting.

- Youth Services Department Head Ellie Newell – Newell presented a power point on the Children's Summer Reading program that was 11 weeks of hands-on summer learning & literacy for Bozeman kids & teens. Kids who read, learn, and play all summer long go back to school in the fall ready to rock & roll. Highlights from the presentation stats 1645 youth & 902 adults attended 87 hands on learning programs at the library, 3266 free meals provided by HRDC at the library. The Bookmobile provided 78 youth centric programs around Gallatin County. 898 youth set their own reading goals and took home adventure passports.

Reports

City Commission Library Liaison- Terry Cunningham – no report provided

Library Foundation - Foundation Director Janay Johnson- The foundation hosted an advocacy group meeting on the how to assist in supporting and advocating for the bond measure and levy in the fall of 2023 regarding the west side campus.

Friends of the Bozeman Public Library- President Ramona Mead shared that currently our donations have been down since the renovation started. We are planning to have a Saturday book collection event sometime in November. We are also looking for an off-sight location for a book sale in late winter early spring.

Next Board meeting November 16, 2022

Adjournment There being no further business, Chair Stewart Mohr adjourned the meeting at 5:08 p.m.