

Bozeman Public Library Board of Trustees Regular Meeting
Bozeman Public Library
Wednesday, June 16, 2021 - Library Large Community Room
Minutes

Attendance Board Chair John Gallagher; Trustees Stewart Mohr, Kelly Dowdell (phone in), Jennifer Pawlak & Ken Spencer; Bozeman Public Library (BPL) Director Susan Gregory; Assistant Director Kit Stephenson, Department Heads Brittany Dolezal, Carmen Clark, Cindy Christin, Administrative Assistant Lauranna Cossins, BPL Foundation Director Janay Johnson, Friends of the Bozeman Public Library President Sam Gilmer, Human Resource (HR) Director Cassandra Tozer, Human Relations Specialist Jamie Norby, & Strategic Services Director Jon Henderson

Not Present: City Commissioner Terry Cunningham

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

Changes to the Agenda- Director Gregory requested that under Section F, City Reports, the City Manager's Report be removed from the agenda from now on, at the request of the City Manager. The City Manager will attend future Library Board meetings on a needs basis.

Public Comment – no comment

Approval of the Minutes

Action Trustee Pawlak moved to approve the minutes from the May 19, 2021 meeting. Trustee Mohr seconded. No further discussion. The Board voted unanimously to approve the minutes.

Action/ Discussion

1. Library Expansion presentation – Gregory, Johnson, MSR Team

MSR Design Principal Tracy Lesneski and Project Manager & Architect Kate Michaud presented the Concept Design Presentation via Zoom to the Library Board. The concept phase is the foundation for the design process going forward, identifying and confirming the priorities based on the RFP and the robust public engagement process that took place.

Action- not at this time

2. FY22 Library Holiday Closure Schedule

Action Trustee Pawlak moved to approve the Library holiday closure schedule as presented. Trustee Mohr seconded. No further discussion. The Board voted unanimously to approve the Library FY22 Holiday Closure Schedule.

3. Pay increases for Non-represented part-time staff - Tozer, Norby

Director Gregory introduced the new City of Bozeman HR Director, Cassandra Tozer. It was her second week on the job so HR Specialist Jamie Norby was present to assist. HR Specialist Norby stated that the Library Trustees are asked to approve these staff raises every year. The Library has some part-time staff that are non-represented and some staff that are represented by the union so that their wages are bargained thru a union contract for the upcoming year. Tozer said that City administrative staff and union representatives are currently still in negotiations so there is no specific pay increase information yet. Tozer said that at this time HR staff are attempting to take the part-time non-represented positions that have peers in the union and do similar pay structures. She stated that HR staff have a plan and will implement the plan as soon as they are able, based on the results of the union negotiations.

Action Trustee Spencer moved to approve the non-represented part-time staff pay increase as suggested by HR effective date July 1, 2021. Trustee Pawlak seconded. There was no further discussion. The Board voted unanimously to approve a pay increase for the non-represented part time staff.

Reports

Correspondence Director Gregory shared the following patron comments:

- There were several requests to get rid of the 30 minute time limit on computers.
- A patron wrote, “This is a Leeds building and I’m guessing the library is pro making changes to combat climate change. The air conditioner was on and all the doors were open. It takes all of us to make a little change so please be a model.”
- A patron asked that Library staff “Take Masks off!”
- There were two requests for new material purchases and these were given to the Library collection management staff.

Director and Staff Reports

Director Gregory highlighted her report which was provided to the Board earlier:

- Reopening the Library – Gregory said that Library administration staff are continuing to work towards having the Library be open pre-pandemic hours. The high number of current staff vacancies has impacted the ability to do so.
- Children’s Department Head Cindy Christin has announced her plans to retire after 33 years of wonderful service to the Library. Her last day will be August 6, 2021.
- Kit is the new Montana Library Association President. Congratulations to Kit for this well-deserved leadership position.
- The Gallatin High School partnership is still planned, with the hope being to begin in the fall. The project was delayed over the last year due to the pandemic. Gregory is working with the City Attorney’s office on a formal Memo of Understanding between the Library, City, and Gallatin High for the partnership.

Department Heads Highlights

Carmen Clark is the new Head of Technical Services and Collection Management. She is taking over retired librarian Lois Dissly’s position. She and her staff are currently working on two large projects within the department: they are revamping the print magazine collection and updating the Hot Spots project that provides internet access to patrons outside of the Library.

Children’s Department Head Cindy Christin stated that her staff are in full swing with the Summer Reading program. The Library is a site for the free lunch program again this year. Children’s staff provide programming during the lunch hour. Christin said that they are serving approximately 100 children daily. This program is being held out of doors as a health precaution.

Public Services Head Brittany Dolezal has changed her job position and is the new Adult Services and Outreach Department Head.

Assistant Director Kit Stephenson stated we currently have several vacancies that we are trying to fill.

City of Bozeman Reports

Terry Cunningham, City Commission Library Liaison- No report provided

Library Foundation Director Janay Johnson –Nothing to report at this time

Friends President Sam Gilmer reported that the Friends will hold an outside Book Sale on the Library Green, June 26-27th.

Adjournment There being no further business, Board Chair Gallagher adjourned the meeting at 5:26 p.m.