

Bozeman Public Library
Wednesday, May 10, 2023
Public Safety Center – Winn Community Room
Minutes

Attendance Trustees Stewart Mohr, Pam Henley, Jennifer Pawlak, Ken Spencer; Bozeman Public Library (BPL) Director Susan Gregory; Assistant Library Director Kit Stephenson; Administrative Assistant Lauranna Cossins; Department Heads Carmen Clark, Ellie Newell, Sarah Creech; Friends of the Bozeman Public Library President Dana Pepper; City Commissioner Terry Cunningham; Foundation Director Janay Johnson; City of Bozeman Strategic Services Director Jon Henderson

Not Present: Trustee Kelley Dowdell

Call to Order Meeting was called to order by Board Chair Stewart Mohr at 4:02 pm.

Public Comment – no comment

Approval of the Minutes

Action Trustee Pawlak moved to approve the minutes from the April 19, 2023, meeting, Trustee Henley seconded. No further discussion. The Board voted unanimously to approve the minutes.

Action/ Discussion

1. Bozeman Community Center—Concept Design Endorsement - Strategic Services Director Jon Henderson

Strategic Services Director Jon Henderson presented a power point presentation on the concept design of the Bozeman Community Center for the Library Board’s approval and endorsement.

Action Trustee Pawlak stated “As part of the overall Bozeman Community Center I move to endorse the final concept design for the Library portion and recommend staff bring back details related to the facility bond and operating levy in advance of the City Commission’s consideration of a formal Resolution adopting ballot language.” Trustee Henley seconded. No further discussion. Motion passes unanimously.

2. Circulation Policy update- Department Head Creech presented the requested changes to the Circulation policy:
 - a. Materials Return and Lost Items- The Library will no longer be referring patrons to Unique Management, Inc. for lost items. Patrons are notified by e-mail one day prior to the due date. If items are not returned, a second e-mail notification is sent seven days after the materials are due. If an email is not on file a notice is mailed to the patron. Another notice is sent when materials are 14 (fourteen) days past due. A final notice is generated when Library materials are 30 (thirty) days past due.

After the final notice is sent patrons will be notified by phone and given an additional 7 (seven) days to return the item. Items not returned within 45 (forty-five) days of the date due will automatically be marked as lost and a replacement fee will be attached to the patron record. The replacement fee will reflect the item price at the time the item was initially purchased. Replacement copies from patrons are not accepted. Patron accounts with lost items will be blocked from borrowing additional items, or using the Library's online resources, until the lost items are paid for or returned in good condition, regardless of the length of time passed since the items were marked as lost to the Library. After items are marked as lost and the patron account is blocked, Library staff will attempt to contact the patron two more times.

Patrons with charges over \$10.00 (ten dollars) will have borrowing privileges suspended until fees are under \$10.00 (ten dollars). If an item is reported lost and paid for but later found and returned in good condition, a refund will be made if no more than three months have passed since the patron paid for the item.

b. Internet Hotspots

In addition to the procedures in 6.01 Materials Return & Lost Items, if a hotspot has not been returned by its due date, data services will be terminated, and the hotspot will become unusable. At this point, no renewals are allowed and in order for the data services to be reinstated, the hotspot must be returned in good condition, with all its accessories, to the Library. If data services are terminated for the same patron twice in 6 (six) months, that patron will be barred from borrowing hotspots for 6 (six) months.

Action Trustee Spencer moved to approve the revised Circulation policy as presented. Trustee Pawlak seconded. No further discussion. All in favor. Motion passes.

Reports

Correspondence Director Gregory shared the following patron requests /comments:

- “As a loyal donor, I appreciate the opportunity to pass on my magazines and journals for others to enjoy. Please bring back that community service.”
- “Please continue the Free Magazine drop off cabinet, that used to be in the lobby.”
- “Free magazine Rack Brought Back!”
- “Will miss the magazine and book exchange (Less in the Landfill) Plus a good selection.”
- “NO MAGAZINE EXCHANGE TERRIBLE!!”
- “New nonfiction - please move back downstairs.”

Director and Staff Reports

Director's Report

Library Renovation Project: Gregory said that progress is being made on completing the 2nd floor staff offices and the McLeod Reading Room. The Martel contractor has said that he thinks Kit, the Adult Programming & Outreach staff and the Foundation & Friends staff will be able to move into their new

offices on the west side of the 2nd floor before the end of this month. This will free up the two meeting rooms on the east side of the floor for the public. A new third public meeting room on the west side of the floor will be finished, as well.

HB 91 “Revise Laws Related to Public Library State Aid”. We are pleased to let you know that this State Aid bill did pass this legislative session. This means both a renewal of State Aid and an increase in these annual per capita funds for state libraries. Tribal libraries will be included in State Aid for the first time, also, which is very good news. We don’t yet know how much that increase will be for the Bozeman Public Library, but we should know more after the start of the new fiscal year.

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

Reports

City Commission Library Liaison- Terry Cunningham – Commissioner Cunningham shared a big thank you from the City Commissioners to all those that are working hard on the development plan for the Bozeman Community Center.

Library Foundation - Foundation Director Janay Johnson – Give Big update: the Library Foundation raised approximately \$43,000 from 173 donors in the fundraising event. Johnson presented a brief overview of the results of a professionally conducted poll regarding the Bozeman Community Center project. The poll was paid for by the Bozeman Library Foundation. Johnson said that the information that was gained will be helpful in building an advocacy campaign for the project.

Friends of the Bozeman Public Library- President Dana Pepper shared that the Friends had their first large scale book sale at a location other than the Library. The sale was held at the County Fairgrounds and generated \$20,000. It was heavily attended and was so successful that the Friends will plan another sale at that location. The Friends plan to have more pop-up sales along the sidewalk this summer.

Adjournment There being no further business, Chair Stewart Mohr adjourned the meeting at 5:33 p.m.

Next Board meeting: June 21, 2023, 4 pm - Bozeman Public Library Board Room