

**Bozeman Public Library**  
**Board of Trustees Meeting**  
**June 12th, 2024**  
**Minutes**

**Attendance** Trustees Pam Henley, Jennifer Pawlak, Ken Spencer, Bozeman Public Library (BPL) Director Susan Gregory; Assistant Director Kit Stephenson; Administrative Assistant Lauranna Cossins; Department Heads Carmen Clark, and Ellie Newell; City Commissioner Jennifer Madgic; Library Foundation Director Janay Johnson; Friends of the Bozeman Public Library Chair Brittany Eilers; City Attorney Greg Sullivan

Not Present: Library Board Chair Stewart Mohr, Trustee Mike Redburn

**Call to Order** Meeting was called to order by Trustee Jennifer Pawlak at 4 pm.

**Change in agenda-** Vice Chair Pawlak stated that she was going to change the order of the agenda and have the reports first due to a trustee running late. The action items that need a vote will be later in the meeting when a Board quorum is present.

**Public Comment** – No Public present, therefore no comments.

### **Highlights**

#### **Correspondence**

Director Gregory shared recent comments from Library patrons:

“I think we should do a thing where you can check out a blank notebook. You could draw pictures and write short stories and experiences to share with the community. So have a shared diary.”

“Put in a coffee shop like the library in Helena and Missoula.”

“Can you find a way to keep the privacy here without using the screen protector? I have bad vision.”

“The women's bathroom door is very hard to open - please fix it.”

“Please put a table next to the return kiosk inside the door for ease of use.”

**Director’s report** - - Director Gregory provided her report to the Library Board prior to the meeting. Highlights were reviewed.

The Bozeman Pride Kick-Off was June 1st on the Library’s front plaza. There was excellent law enforcement support from both the Bozeman Police Department (outside of the building) and

Invictus Security (inside the building). A crowd of approximately 200 people listened appreciatively to several presenters and enjoyed the lovely weather. The event was peaceful, and attendees and organizers thought it was a very successful celebration.

Gregory discussed the update about the roof repairs needed on the flat section of the roof over Tech Services, on the Library's first floor. This department, which receives and processes all the incoming new materials, continues to have numerous leaks in the ceiling when it rains. Strategic Services Director Jon Henderson and Gregory met to discuss options for roof replacement or repair. Jon stated the most practical option at this point would be to replace the membrane, which would be around \$150,000. We will have more information on this in the future.

**Department Heads' Highlights** – Department reports were provided to the Board prior to the meeting. Several staff shared highlights of their reports.

The American Library Association conference is at the end of June in San Diego, CA. Assistant Director Kit Stephenson is participating in a panel session presented by the Architecture in Public Libraries committee she belongs to titled "Building 101: Everything you need to know when beginning a Building or Renovation project." Corey Sloan, the former department head of Adult Services and Outreach, has left to take a job with the Montana State Library so Stephenson is assuming her duties temporarily until a new department head is hired.

Ellie Newell said that the Youth Services department is in the first week of the Summer Learning program and that more than 150 people attended a special story time with the cellist from the Bozeman Symphony.

Gregory commented that the attendance numbers are steadily increasing and that the Library is beginning to see the public attendance that it had before the pandemic. The statistical report for the period between May 5th and May 18<sup>th</sup> stated that 12,595 people came to the Library and the Bookmobile. The April report showed that 27,000 people came to the Library within that time span. We are anticipating a big summer. The large attendance numbers are a great sign that we've gotten past the pandemic and renovation periods of periodic closings and smaller numbers. Stephenson added that during the renovation we got new people counters. They were moved to the entrances of the Library so the lobby numbers are included, as well. We also added a counter to the entrance to the Children's department to track attendance there, too.

**City Commission Library Liaison** - City Commissioner Jennifer Madgic reported that the recent City Commission meeting was the second of three scheduled City FY25-26 Budget meetings and that there will be more information on the Budget before month's end. There is a full roster of Commissioners now due to Emma Bode's appointment to fill former City Commissioner Chris Coburn's vacant seat. This year marks the start of a new biennial budget process, which means that City staff and Commission will produce a new budget every other year.

**Library Foundation**- Foundation Director Janay Johnson reported that the big news is that the Friends of the Bozeman Public Library and the Library Foundation are going to merge, so one Library fundraising organization will exist instead of two. It will be more efficient and hopefully

less confusing for the public and donors. Both boards agreed to a general organizational structure and to move forward with the merger. They are hoping to complete the transition by the first of the year. The Library Foundation staff is in the process of creating a Library advocacy program that they hope to launch this fall. Training sessions will be led primarily by Library staff. Sessions will include information about the Bozeman Public Library and issues that affect libraries nationally and internationally, as well.

**Friends of the Bozeman Public Library (FOL)** – Vice-Chair Eiler stated that the Friends have had some book donation events that have been very successful and well attended. They will host a book “Drive by and Drop Off” event on Saturday, July 13<sup>th</sup>, at the Library.

**Recognition of Trustee Jennifer Pawlak** - Trustee Pawlak is terming off the Library Board after serving two, five-year terms. This is her last meeting. Trustee Ken Spencer read a beautiful letter of recognition and thanks for Jennifer’s time on the Library Board. She has been a stellar Trustee and passionate advocate for the Library. We are very grateful to her for her service to the Library.

### **Approval of Minutes**

**Action** Trustee Spencer moved to approve the minutes from the May 15th, 2024, meeting. Trustee Henley seconded. There was no further discussion. The Board voted unanimously to approve the minutes.

### **Action/ Discussion**

#### **Eastside Easement Review & Approval –**

City Attorney Greg Sullivan presented the easement document that he prepared for the Library Board of Trustees to discuss and vote on. It was reviewed by the Board prior to the meeting. The easement is proposed to be for a period of no more than 25 years.

The architect who represents MFGS Designs reported to the Board about the need for an easement for their client’s property adjacent to the Library at 702 E. Main. The firm did a brief presentation to the Library Trustees on this issue in a Board meeting six months ago. She presented a PowerPoint overview of the requested boundary easement and the building’s proposed renovation. The existing building used to be the East Main Trading Company. The current project for the property will be an adaptive reuse of this historic building. Improvements will include a new entry and a structural retrofit. The plan is to have the main level be an owner residential unit with short term rentals in the basement. The purpose of this easement is to allow the new owner continued use of the existing driveway and access to Main Street. The driveway is currently encroaching a few feet on the Library property. None of the Library property or landscaping will be affected by the granting of the easement.

**Action:** Trustee Spencer moved to approve the east side easement, Trustee Henley seconded, no further discussion. The Board voted unanimously to approve the easement.

## **Interlibrary Loan Policy**

Collection Management Department Head Carmen Clark highlighted the proposed changes to the Interlibrary Loan policy. Clark stated that one change would be to increase the fee from \$3 to \$5 per request for additional items over the limit of five items. The checkout period will also be changed from two months to five weeks. The changes will hopefully address the issue of patrons requesting numerous different items and never picking them up.

**Action** Trustee Henley moved to approve the Interlibrary Loan Policy as presented. Trustee Spencer seconded. No further discussion. Trustees unanimously approved the updated policy.

## **Staff Day/Holiday Schedule FY25**

The proposed Staff Holiday schedule was presented by Director Gregory.

**Action** Trustee Spencer moved to approve the FY25 Library Staff Holiday Schedule. Trustee Henley seconded. Trustees unanimously voted to approve the motion.

**There being no further business, Trustee Pawlak adjourned the meeting at 5pm.**

**Next Board Meeting:           Sept 18<sup>th</sup> at 4pm, Library Cottonwood Room, 2<sup>nd</sup> floor.**