

Bozeman Public Library
Board of Trustees Meeting
March 19, 2025
Minutes

Attendance: Library Board Chair Stewart Mohr, Trustees Mike Long, Pam Henley, & Mike Redburn; Bozeman Public Library (BPL) Director Susan Gregory; Assistant Director Kit Stephenson; Administrative Assistant Lauranna Cossins; Department Heads Carmen Clark, Ben Nielsen, Ellie Newell, Sarah Widger; Mobile Services Librarian Benjamin Elliott, Mobile Services Assistant Jonathan Farrell, Library Friends & Foundation Representative Sonja Bahr; City Commissioner Jennifer Madgic

Not Present: Trustee Ken Spencer

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

Public Comment – No Public present, therefore no comment.

Changes to the Agenda- None.

D. Approval of the Minutes

Action: Trustee Redburn moved to approve the minutes from the Feb. 19, 2025, Library Board meeting as submitted. Trustee Long seconded. There was no further discussion. The Board voted unanimously to approve the minutes as submitted.

FYI/Discussion

Library Long Term Planning for use of Library Property – Chair Mohr said that we are at the beginning discussion stage. He shared that Director Gregory has reached out to Assistant City Manager Jon Henderson and the Friends & Foundation of the Bozeman Public Library and asked that they be involved in putting together a Long-Term Plan for the Library. Mohr and Friends & Foundation Director Johnson have started a list of potential consultants to assist with this. No decisions have been made, but the objective is to do something with a fifty-year plan for the Library and its grounds. Johnson spoke about the need to understand the demographics, traffic patterns, and education patterns for the City over that long term horizon. Gregory commented that the Library property will only continue to become more valuable in the future as the community grows and that now is a good time to plan and consider the Library's future, both at the present location and possible future locations. She stated that public input is very important in this process and will be integrated into any consulting project.

Library Mobile Services Presentation (Elliott/Farrell) - The Library Mobile Services Librarian and Assistant presented a PowerPoint Presentation on “Bozeman Public Library Mobile Services”. They highlighted the many regular service stops for both the Bookmobile (parks, daycares, schools, special events) and the Library’s SUV (assisted living centers, nursing homes, senior living centers and special events).

Action Items

BPL Mobile Services Vehicle (Gregory)-Gregory reviewed the cost of purchasing vs leasing a hybrid SUV provided by John Vandelinder, City Streets & Vehicle Superintendent. Gregory, Stephenson and Cossins have met with the City Budget Analyst to determine the best course of action. The Library is recommending that we just continue the lease until we get to the next regular budget preparation period and then consider whether to purchase that leased vehicle. It is necessary to replace the former vehicle, which has been purchased by another City department.

Action- Trustee Long moved to lease a vehicle for the next three years, with the option to purchase after Trustee Henley seconded. There was no further discussion. The Board voted unanimously to approve a lease of a Library vehicle.

Early Library Closure on March 26, 2025 (Gregory)- Request to close the Library at 4pm for preparations and set up for the Montana Library Association Conference reception at 5:30pm.

Action- Trustee Redburn moved we close the Library at 4pm on Mar 26, 2025. Trustee Long seconded. There was no further discussion. All in favor and the motion passed.

Chair Mohr presented Assistant Director Kit Stephenson with a thank you letter from the Library Board for her service to the Library and the Bozeman community. She has been a valuable member of the Library leadership team for almost ten years and will be greatly missed by all. Stephenson and her husband are embarking on new adventures and will be traveling around the country.

Correspondence – Gregory highlighted the comments from the public received this month.

Reports

Director’s report - Director Gregory provided her report to the Library Board prior to the meeting. Highlights were reviewed. Gregory asked the Trustees to let her know if they had any questions.

Gregory advised the Board on the number of current Incidents and the time it takes to process and document each. She told the Board that we are currently working on getting new incident reporting software called “PITS” to assist and organize Library incidents. Facilities and IT are working on a plan to add internal cameras inside the Library, based on the recent risk assessment of the building by Bozeman Police Captain Joe Swanson and Facilities Superintendent David Arnado. The cameras will be placed in a manner that will not violate patron privacy.

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

City Commission Library Liaison - City Commissioner Jennifer Madgic- Madgic shared that City Mayor Terry Cunningham will be presenting the “State of the City” report at two locations next week. The events are open to the public and everyone is encouraged to attend.

Library Friends & Foundation- Foundation Marketing Manager Sonya Bahr – Bahr passed around information on what the Foundation has agreed to fund in 2025. The Friends & Foundation staff are fundraising so the Library can host the free Summer Lunch program at the Library again, with the assistance of HRDC and the Gallatin Valley Food Bank. The program was unavailable last summer, and Library staff are excited to bring back the free lunches, Monday – Friday, for youth under the age of 18. The Library’s Children’s staff presents programs and story times at each lunch.

There being no further business, Chair Mohr adjourned the meeting at 5pm.