

Bozeman Public Library
Board of Trustees Meeting

Nov 20th, 2024

Minutes

Attendance Library Board Chair Stewart Mohr; Trustee Mike Long, Trustee Mike Redburn; Bozeman Public Library (BPL) Director Susan Gregory; Assistant Library Director Kit Stephenson; Administrative Assistant Lauranna Cossins; Department Heads Carmen Clark, Ellie Newell; City Commissioner Jennifer Madgic; Friends of the Bozeman Public Library Vice-President Brittany Eilers; Library Foundation Director Janay Johnson

Not Present: Trustees Pam Henley and Ken Spencer; Department Heads Ben Nielsen and Sarah Widger

Call to Order Meeting was called to order by Trustee Mohr at 4 pm.

Public Comment – No Public present, therefore no comment.

Approval of the Minutes

Action Trustee Long moved to approve the minutes from the **Oct 16th, 2024**, meeting. Trustee Redburn seconded. There was no further discussion. The Board voted unanimously to approve the minutes.

Action/ Discussion

I. Action. Parking Approach Approval - Board Chair Mohr

Trustee Mohr stated that available Library parking is becoming a concerning issue due to the increased number of Library patrons coming into the Library and the number of employees from surrounding businesses who are using our parking areas. Mohr and Gregory met with Interim City Manager Chuck Winn about five weeks ago to begin a discussion on options. Winn suggested that the first step would be to have the Library Trustees work with the City Parking department to design and install signage that clearly indicates the spaces are for Library use only, then monitor the signs' effect. It was suggested that it would be important for the Library Trustees to send all the surrounding businesses a letter before installation to let them know that we're putting these restrictions in place and would appreciate their teams' support. Prior to the Board meeting, Chair Mohr drafted a letter to the City Parking Manager and sent it to the Trustees to review prior to the Board meeting. He requested approval from the Trustees to mail the letter to the Parking Manager and begin the process. A brief discussion of the letter followed.

Action: Trustee Long moved to approve the letter as presented by Chair Mohr for submission to the City Parking Department for next steps. Trustee Redburn seconded. All voted in favor to move forward. Action passed.

II. Preliminary Discussion of Long-Term Facilities Planning

a. Renovation of Children's Department – Stephenson, Newell

Stephenson and Newell presented a PowerPoint titled, “*Children's Room: The Next Chapter.*” Stephenson explained to the Board that the Children's Room was the one area that was not renovated in our recent renovation project due to lack of funds. The room has been heavily used and exuberantly loved for 18 years by our youngest patrons and their caregivers. Literally thousands of children have grown up and learned to love reading and learning within this special space. Statistics gathered last year show that more than half of all physical items that were checked out from the Library came from the juvenile collection in this department. The Children's Room is also a favorite place to play and create. Newell pointed out in the presentation that two goals are to replace the badly worn-out furniture and improve accessibility for all. The bookshelves are so high that staff can't really see what's going on in the whole room. Better sight lines will improve safety. Another goal is to refresh the educational play areas and equipment. The project will be a partnership between Library staff and the City Facilities Department's Superintendent and Project Manager. The first step is for the Project Manager to issue an RFP (request for proposals) to area architects so that Library and Facilities staff can see some possible options and get an idea of the cost involved. The project will be funded with Library Foundation donor funds.

Action: Trustee Long moved to authorize Library staff to develop an RFP with City Facilities for some design concepts. Trustee Redburn seconded. All voted in favor to proceed with next steps.

b. Long range facilities projection

Chair Mohr requested that Gregory continue to work with City Facilities and City Administration to produce a detailed Library master maintenance project plan with specific timelines. This would be in addition to the regular annual Library Depreciation Plan, produced by Gregory and Strategic Services staff, which contains future maintenance projects and year of implementation. The Trustees would like regular detailed updates on the Children's Department renovation, the landscape sprinkler replacement project and the boiler and chiller replacement. The landscape sprinkler system replacement is scheduled for next fiscal year and the boiler and chiller replacements are anticipated in the next few years because of the age of the equipment.

III. Preliminary Discussion of By-laws – Mohr, Gregory

Trustee Mohr stated that over the next couple of months, some Trustees may have to miss meetings. Discussion followed regarding how to provide remote access to Board meetings. Mohr is working with the City Clerk and Library staff to provide the best option so that Trustees and interested members of the public can attend the Library Board meetings remotely. He consulted with the City Clerk regarding bylaws for meeting attendance to remain in compliance.

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

There were several requests for new books and two compliments: “This is the coolest library I've ever seen.” and “Absolutely beautiful library.” There was a request for an outdoor water fountain. A patron commented that it was extremely awkward to read the spines of the books on the bottom shelves of the new book area and asked that we please remedy the situation.

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 shared that the ALA CORE conference that Kit and she attended in Minneapolis November 14th – 17th was excellent. CORE is a newer division of the American Library Association that focuses on leadership, management, buildings, and interiors. Stephenson and Gregory attended multiple sessions on topics ranging from library security best practices to how to build an effective, creative team.

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

City Commission Library Liaison - City Commissioner Jennifer Madgic had to leave the meeting early so no report was given.

Library Foundation- Foundation Director Johnson stated that she and her staff are continuing to work on their end of year campaign; indications are that it will be very successful. The Foundation secured a 3-to-1 match from an anonymous donor. They will be electing a new Foundation Board President in the coming month.

Friends of the Bozeman Public Library (FOL) – Vice President Brittany Eilers stated that the Friends are working closely with the Library Foundation Director and Foundation Board on the upcoming merger of both organizations. Finances for both are being merged and things are going well. The Friends had a very successful November book sale earlier this month. She thanked the Foundation Board for helping with the sale. They netted slightly more than \$12,000 for this sale, one of three held annually, and the feedback from buyers was positive. The Friends in-house Bookstore sales continue to be strong. October sales from the 1st floor bookstore were slightly more than two thousand dollars.

Book sale dates for 2025 will be February 22nd - 23rd, June 14th - 15th and November 1st - 2nd.

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