

Bozeman Public Library Board of Trustees Regular Meeting
Bozeman Public Library—Board Room
Wednesday, July 20th, 2016
Minutes

Attendance Board Chair Judy Mathre; Vice Chair John Gallagher; Trustees Jennifer Pawlak, Ron Price, Ken Spencer; Bozeman Public Library (BPL) Director Susan Gregory; BPL Department Heads Kit Stephenson, Jason Greenwald, Mary Jo Stanislaw; Library staff Lauranna Cossins; Library Foundation Director Paula Beswick; Friends of the Library President Pam Henley; City Commissioner and Library Liaison I-Ho Pomeroy; Human Resource Manager Bethany Jorgenson, and Director of Economic Development Brit Fontenot.

Call to Order The meeting was called to order by Board Chair Judy Mathre at 4:00pm.

New Board of Trustees Member New Trustee Ken Spencer introduced himself and was welcomed by the Board.

Bozeman Fiber Network City of Bozeman Director of Economic Development Brit Fontenot gave an update on Bozeman Fiber, a community-owned fiber optic broadband network. Bozeman Fiber is a startup and is providing the infrastructure for the network. Customers will be able to choose their service provider. The City (including the Library), County and schools will be some of the first customers. Digging around the Library grounds this month was part of the Bozeman Fiber installation.

Approval of the Minutes Trustee Pawlak moved to approve the minutes from the June 15, 2016 Board meeting. Trustee Gallagher seconded. The Board voted unanimously to approve the minutes.

Appointment of New Board Chair and Vice Board Chair Board Chair Ron Farmer finished his tenure on the Board in June. Trustee Mathre noted that the Board needs to appoint a new Board Chair and Vice Chair.

Action Trustee Gallagher moved to appoint Trustee Mathre as the new Board Chair. Trustee Pawlak seconded. The Board voted unanimously to appoint Trustee Mathre the Chair of the Board of Trustees.

Action Trustee Pawlak moved to appoint Trustee Gallagher as Vice Chair. Trustee Spencer seconded. The Board voted unanimously to appoint Trustee Gallagher the Vice Chair of the Board of Trustees.

Holiday Schedule BPL Director Susan Gregory presented the FY2017 Library holiday calendar. She explained that since this is a presidential election year, the Library will be closed Tuesday, November 8th. Staff day is usually on Indigenous People's Day (October 10th this year)

or Veterans' Day (in November). With the election and two closure days for Thanksgiving, it would be better to have Staff Day in October so as not to have another closure in November. Friday, November 25th (the day after Thanksgiving) will be taken in lieu of Indigenous People's Day for a staff holiday/Library closure. Christmas Eve will be taken as a staff holiday/Library closure in lieu of Veteran's Day.

Action Vice Chair Gallagher moved to approve the holiday schedule. Trustee Pawlak seconded. The Board voted unanimously to approve the FY2017 holiday schedule.

Pay Increases for Non-MPEA Staff Gregory and City of Bozeman Human Resource Manager Bethany Jorgenson explained that the Board has traditionally authorized annual pay raises for non-union part-time staff equivalent to MPEA annual pay increases (approximately 3%). There are three employees that are still classified as substitutes, and the Human Resources department recommends a raise in step with the Consumer Price Index (CPI) of approximately .7%. Vice Chair Gallagher asked if these pay increases are covered in next year's budget, and Jorgenson replied that she believes they are. Trustee Pawlak asked how many hours you need to work to join MPEA, and Jorgenson said 20 hours per week. Jason Greenwald asked when raises take effect, and Jorgenson said July 1st of 2016.

Action Vice Chair Gallagher moved to approve the pay increase for non-MPEA part-time staff. Trustee Pawlak seconded. The Board voted unanimously to approve the pay increase.

Action Trustee Pawlak moved to approve the pay increase for substitute employees. Trustee Spencer seconded. The Board voted unanimously to approve the pay increase.

Correspondence BPL Director Susan Gregory shared correspondence from the community. Several people traveling through Bozeman this summer commented on the quality of service provided at the Computer Services desk. A woman from Illinois was thrilled with the Library and its staff (particularly Nancy Hatfield and Jason Greenwald). A patron drove to the Library from Emigrant, MT to hear a lecture about Buddhism and was disappointed that it was overflowing into the lobby and happening at the same time as a jazz program across the hall. A patron who had requested an accommodation for her narcolepsy via letter last month approached staff and requested a place to sleep in the Library. The Board asked Gregory to work with City Attorney Greg Sullivan to look into whether this classifies as an ADA issue. The patron also requested non-gender-specific signage for Library restrooms. Gregory noted that sofas have been problematic in the past – transient patrons have used them for sleeping and this spurs complaints from the public. Bench seating might be a good compromise to provide a variety of seating without openly encouraging sleeping.

Gregory shared an update about the ADA complaint filed by the US Department of Education Office for Civil Rights. The complaint addresses ADA compliant parking spaces at the Library. The Bozeman City Attorney determined that since the Library was built in 2005, it should fall under 1991 ADA guidelines, and the current number of ADA parking spaces should meet those guidelines. There is, however, a plan to add more spaces with the coming parking lot improvements.

Several patrons have complained about the fiction reorganization. Lois Dissly and Kit Stephenson will form a subcommittee to address this issue. Stephenson and Gregory said there is a lot staff can do to improve browsing in the fiction collection, including making displays, teaching patrons to search the catalog by genre, providing readers advisory services, and revamping the Most Wanted collection.

Director's Report Susan Gregory reported that she and Paula Beswick went to Orlando for the American Library Association conference last month. 38,434 people visited the Library in June, and on a rainy Monday two weeks ago, there were 2,205 visitors, which is an all-time record. Gregory discussed the monthly budget report and indicated that an earlier budget sheet showed a bigger deficit, but that the City Finance department had shown funds for new computers coming out of the operations budget instead of the Library depreciation fund, and this has been corrected. The personnel budget is in the red, but this is an accounting function of the City, and reflects unanticipated personnel costs such as benefits payouts to employees who retired from the Library or left Library employment.

Gregory met with Mike Gray, the new Facilities Superintendent for the City of Bozeman, to discuss the parking lot improvement project. There is about \$50,000 in the depreciation fund for this project, and Gray and the Library will need to see how far it will go. Gray is putting together an outline of what needs to be done to facilitate the project.

Staff Reports Kit Stephenson reported that she and Gregory met with City HR and are hoping to post the job description for the bookmobile librarian by the end of next week, with a start date sometime in September. She is working on the committee for the new Library logo and reported that the group has chosen a color palette for the logo.

Jason Greenwald reported that the first phase of the computer lab conversion is complete. The lab has new desks, chairs and laptops and the first of a four-part Excel class took place last night. The first week of July saw a program in collaboration with the Parks and Recreation department to teach Scratch programming to eight-to-ten-year olds. Greenwald is on a committee to select a vendor to work on City of Bozeman website redesigns. His hope is that the Library can participate in the City redesign project while still keeping its own branding. If not, the Library will work independently on its website redesign.

Friends of the Library Friends of the Library President Pam Henley reported that the Friends Board is taking a break this summer and the next meeting will be in September. They have moved the meeting time to 5pm. The June book sale brought in over \$12,000 in sales, which is the second most profitable summer sale. The collectible portion of the sale made over \$2,000. The fall book sale will take place October 28th-30th.

Foundation Foundation Director Paula Beswick reported that she presented on library milestone celebrations and on preparing for building a new library at the American Library Association Conference in Orlando, FL, this year. She thanked I-Ho Pomeroy for supporting the second bookmobile position at the June 20th City Commission meeting, and commented on the

Library's contribution to the City's general fund. The Foundation plans to send a general appeal letter for funds for the bookmobile's endowment out to about 13,000 people by the end of this week. The first ten people to donate \$250 will receive a print from Jelani Mahiri, an artist who has exhibited at the Library. Music programs at the Library this summer have been well attended, including a Jazz and More in honor of Kelly Roberti. Beswick, Kit Stephenson and Susan Gregory met to look at features for the bookmobile (bins, book carts, white boards, storage, TV monitors, etc.). The Foundation is working on One Book One Bozeman events, and ads are currently playing on Bozeman airport baggage claim TV screens promoting the convocation talk by author Wes Moore.

Beswick is working with the City of Bozeman Forestry department to create a city-wide memorial tree and bench program. Community members will also be able to make gifts to the bookmobile fund in honor of loved ones. The East Side Mish Mash event is coming up on July 27th. Bozeman High's speech and debate team will be managing bike parking in the sculpture park for the Sweet Pea festival.

Adjournment There being no further business, adjourned the meeting at 5:41pm.