

**Bozeman Public Library Board of Trustees Regular Meeting**  
**Bozeman Public Library—Board Room**  
**Wednesday, April 20<sup>th</sup>, 2016**  
**Minutes**

**Attendance** Board Chair Ron Farmer; Trustees Judy Mathre, Jennifer Pawlak, John Gallagher, Ron Price; Bozeman Public Library (BPL) Director Susan Gregory; Friends of the Library President Pam Henley, BPL Department Heads Mary Jo Stanislaw, Kit Stephenson, Lois Dissly, Jason Greenwald and Library Staff Lauranna Cossins; City Commissioner and Library Liaison I-Ho Pomeroy

**Call to Order** The meeting was called to order by Board Chair Ron Farmer at 4:02pm

**Approval of the Minutes** Trustee Pawlak moved to approve the minutes from the March 16<sup>th</sup>, 2016 Board meeting. Trustee Mathre seconded. The Board voted unanimously to approve the minutes.

**New Bozeman Police Office in Library** Bozeman Police Chief Steve Crawford spoke about how the Library and the Police department decided on the space, which is located on the second floor through the Reference office. He said that originally they were considering the Yellowstone Public Radio space downstairs off of the Community Room, but found it would be too expensive to convert to a secure police work space. Head of Reference and Adult Services Kit Stephenson offered up her office, which is in a less public area. She moved to another office at the front of the department. Officers are already using their new space within the Library to work, and plan to create a space for community outreach and events within the former Yellowstone Public Radio space.

**Governance Policy** As part of the Board's ongoing review of Library policies, Board Chair Ron Farmer presented the Library's current Governance Policy for discussion and review. Trustee Pawlak noted a discrepancy in the amount of time that notices should be issued in advance of Board meetings. Trustee Mathre suggested making public comment available before each agenda item, instead of just at the beginning of the Board meeting. The Board discussed time limits on public comments, noting that the City has a 3-minute limit, and the Library currently has a 5-minute limit. The Board agreed that the Library should have a 3-minute limit, with the Board having the discretion to allow more time if needed. The Board then discussed whether a hard copy of the Board meeting agenda should be posted publicly in advance of the meeting, in addition to posting on the Library and City websites. Head of Technical and Information Services Lois Dissly agreed to post an agenda in the window of the Library where it would be viewable even when the Library is closed. The Board agreed to vote on a draft of a revised Governance Policy at the next meeting.

**Correspondence** BPL Director Susan Gregory shared correspondence from the community. A patron sang the Library's praises and said that it enriches the lives of those who use it. Another patron loves being greeted by the Reference librarians when he or she goes upstairs. Someone

left a comment suggesting that overdue fees be waived for staff. A patron complained about animals in the library, which the patron said is hard on individuals with allergies and asthma. The Board discussed animals in the Library. Service animals are allowed in the Library. Although staff members can legally ask patrons if their animal is a service animal, they cannot ask about the animal's specific services.

Someone wrote to suggest that the Library make a display about the clean energy sources the building uses. A patron asked the Library to monitor the 30-minute parking spots. Someone complained about smoking near the entrances to the Library. There is signage on the building prohibiting smoking within 100 feet of the building. Someone thanked the Library for providing free tax assistance. A patron has filed a complaint via an attorney saying that BPL has inadequate ADA parking. Gregory is working with Facilities and City staff to make sure that the parking spaces are compliant with the law. She will reply to the complaint. The parking lot improvement plan includes designating a handful of new spaces that are closer to the entrance, and this part of the plan may be expedited if need be.

**Director's Report** Susan Gregory reported that Bozeman Public Library (BPL) has won the Excellent Library Service Award, presented at the Montana Library Association Annual Conference this month. She stated that she has not heard anything from the City yet after making \$33,000 in voluntary cuts to the Library's initial FY17 Budget request. Gregory was appointed to the Gallatin County Mental Health Local Advisory Council, and attended her first meeting on April 11<sup>th</sup>. She and Head of Reference and Adult Services Kit Stephenson discussed a new partnership with Montana Peer Network to provide counseling services for a few hours a week to patrons in the Library. A representative from the Human Resource Development Council (HRDC) is also planning to meet with patrons at the Library on a regular basis to offer support and housing information. Gregory and Stephenson are both new members of the HRDC Warming Center Committee, which meets monthly to address shelter needs of Bozeman's needy. The Library staff members are working hard to get the building in shape to host the upcoming Library Journal Design Institute, May 5<sup>th</sup> – 6<sup>th</sup>.

**Staff Reports** Mary Jo Stanislaw attended the Public Library Association (PLA) conference in Denver earlier this month. She attended workshops on collection development, homelessness, and serving senior citizens, among other topics. She especially enjoyed a session led by a clinical psychologist who discussed the impact of technology on family and professional relationships. The speaker emphasized that creativity and empathy are at risk when we do not communicate face-to-face.

Lois Dissly reported that the Montana Shared Catalog is imposing some changes on BPL's catalog, mainly in streamlining home locations (e.g. merging CD-book and information CDs into one home location). The Montana Shared Catalog will meet May 5<sup>th</sup> and 6<sup>th</sup> and Dissly will attend with Beth Boyson. Dissly also reported that the City Attorney's office is helping the Library revise its policy on petitions on Library grounds. Dissly also attended PLA and shared that Kalispell's library is designed to let its service staff focus solely on serving patrons (and not divide attention between other projects) when they are at service desks. She attended a workshop on inclusion and anti-bias, which emphasized the need to understand privilege and use

it to interrupt bias within ourselves and others, and to build relationships outside our comfort zones. She learned about serving different population segments, and said that a recurring theme of the conference was finding a balance between tradition and innovation.

Kit Stephenson reported that staff is working on merging the different fiction genres (i.e. general fiction, mystery, science fiction, and westerns). She attended PLA as well, and took away ideas about internal communications and organizational health, and holistic collection development. She talked about a librarian in Fresno who wrote a grant to make a film about the local homeless population. She said that the film was powerful and agreed that she would make the link available to Library Trustees.

**Friends of the Library** Friends of the Library (FOL) President Pam Henley reported that the Friends are in the process of reviewing their strategic plan. They are pleased to note that they have met the fundraising goal set out in the plan. The Friends are organizing an event on May 14<sup>th</sup> where patrons can drive up and drop off book donations from 10am-1pm. The Friends will participate in the Give Big Gallatin Valley philanthropy event on May 3<sup>rd</sup>.

**Adjournment** There being no further business, Board Chair Ron Farmer adjourned the meeting at 5:33pm.