

Bozeman Public Library Board of Trustees Regular Meeting
Bozeman Public Library—Staff/Board Room
Wednesday, February 18th, 2015
Minutes

Attendance Present: Board Chair Ron Farmer; Trustees Jacki McGuire, Jennifer Pawlak, Judy Mathre, John Gallagher; Bozeman Public Library (BPL) Director Susan Gregory; BPL Department Heads Terri Dood and MaryJo Stanislaw; Library Foundation Director Paula Beswick; City Superintendent of Facilities James Goehring; Mayor and Library Liaison Jeff Krauss; prospective buyer of the Lindley Perk coffee shop Blaise Arsenault; Gallatin Valley Land Trust Associate Director Kelly Pohl, 212 S Wallace building owner Shasta Grenier; Taylor Lonsdale of the Western Transportation Institute; Friends of the Library President Sharyn Anhalt; Facilities staff Sid Bush and Lonnie Wirtz.

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

Approval of the Minutes Trustee Mathre moved that the minutes from the January 21st, 2015 meeting be approved. Trustee McGuire seconded. The Board voted unanimously to approve the minutes.

Parking Lot Update Taylor Lonsdale of the Western Transportation Institute (WTI) presented WTI's findings from the Library parking lot study. The study assessed the current usage and traffic flow of the lot, and found that the pedestrian usage consisted of Library patrons, trail users, and pedestrians cutting through the lot to access Main Street, while the vehicle usage indicated a high turnover of Library patrons, including those simply driving through to return materials, and some vehicles that cut through the lot to access Main Street. The lot is a shared use space for vehicles and cars, and as long as traffic speeds are kept slow, this arrangement can continue.

Lonsdale outlined two concepts for improvement: 1) to continue with the lot as a shared use space, and to add speed tables, signs and markings, and a possible public information campaign to slow cars down and to make pedestrians more visible; 2) to move toward separated uses by providing well-defined pedestrian paths, including raised crosswalks and sidewalks along the west side. The first option would cost less, and could be implemented first to see how it works, with the second option implemented later, if needed. Lonsdale noted that pedestrians will still find their own paths (i.e. shortcuts) across parking lots, even when designated walkways exist.

The Board discussed landscaping on islands, putting a splitter in the entrance to the roundabout, and the benefits of different paving materials for sidewalks. City Superintendent of Facilities James Goehring noted the drainage concerns with the 'dog bone' parking dividers. Gallatin Valley Land Trust Associate Director Kelly Pohl said that she and the building owners of 212 S

Wallace are talking about ways to make their private sidewalks publicly-accessible connectors between Wallace and the Library parking lot, and if an easement is granted to allow access to those sidewalks, how to make sure people are not trespassing, and what to do about landscaping, maintenance, etc. They will discuss this and get back to the Library Board.

Lonsdale said that the next step is for WTI to put cost estimates together and come back to the Board with a final report.

Coffee Shop Change of Ownership Friends of the Library President Sharyn Anhalt announced that Jason Cargill, the current owner of the Lindley Perk coffee shop, is looking to sell the business to Blaise Arsenault. She noted that the Board and Arsenault would need to decide whether to assign the current lease to Arsenault or negotiate a new one. The current lease is up in October. Arsenault said that he would prefer a new five-year lease, and Anhalt said that the Friends were willing to lock in a rate for five years with a few conditions, including allotting more shelf space for the Friends' books in the shop. The Board informed Arsenault that he will also need to provide proof of insurance (including workman's compensation). Anhalt said that she will ask the City Attorney's office to draft a new lease.

Action Trustee Gallagher moved that the Board negotiate a new five-year lease with Arsenault. Trustee Mathre seconded. The Board voted unanimously to negotiate a new five-year lease with Arsenault.

City Reports City Superintendent of Facilities James Goehrung reported that the new amplification system is going to be installed soon, and that his team is working on the issue of providing electricity for the Library's outdoor events (without resorting to the use of a generator).

Mayor and Library Liaison Jeff Krauss briefly discussed the City budget, as well as the increasing traffic on Wallace Ave, near the Library.

Budget Request BPL Director Susan Gregory reported that the Library is scheduled early next week to go before the City to present its first draft FY16 budget requests. She noted that this year's request is an 8.24% increase over last year's. One of the main differences is an increase in the materials budget from \$175,000 to \$200,500. The Library requested \$200,500 last year, but there was a budget cut by the City for this line item, so the total materials budget last year was \$175,000. Staff safety is also a concern, and this year's request provides funding for Rocky Mountain Security to come 30 minutes before closing to do walkthroughs, check bathrooms, and escort any patrons out who are reluctant to leave. This will take a large burden off of the staff members, who tend to encounter more incidents with patrons at closing time than at any other time.

Trustee Jennifer Pawlak asked about whether landscaping was part of this request, and Gregory replied that funding for a master landscaping plan would likely come from the Library's Depreciation fund. Foundation Director Paula Beswick added that she is talking with a landscape architect about doing some pro bono work for the Library.

Gregory pointed out an extra \$3,000 that was added for out of state travel, since the Public Library Association meeting is in Denver, CO this spring, and many staff like to attend PLA conferences. She said that she met with City HR to sort through the Library's personnel budget, and negotiated four personnel requests: 1) to expand the 20-hour-per-week computer training position into a 40-hour-per-week, as computer classes have been extremely popular; 2) a 10-hour-per-week Library Aide II for Technical Services, which would add back the hours that used to be contributed by the Administrative Assistant, before that position evolved into a purely administrative position; 3) a 15-hour-per-week position to be split between Reference and Computer Services, and 4) a 20-hour-per-week communications and marketing director. Beswick said that Doug Weber, the marketing consultant currently conducting an audit of the Library's marketing system, is being paid through a \$20,000 gift from a donor, which was matched with \$20,000 by the Foundation. He will present his first findings tomorrow. Gregory noted that if the communications and marketing position is not funded this year, the Library will need someone on a contract basis to fulfill its marketing needs once Weber's contract is up.

Action Trustee Mathre moved to approve budget proposal. Trustee Pawlak seconded. The Board voted unanimously to approve the budget proposal.

MLA Reception Early Closing BPL Director Susan Gregory and Circulation Supervisor MaryJo Stanislaw spoke about the upcoming Montana Library Association (MLA) conference which is being held in Bozeman in April. As the host library this year, BPL will hold a reception for MLA conference attendees at the Library on the evening of April 8th. Gregory and Stanislaw proposed that the Library close at 6pm instead of 8pm that evening so that the Library can be fully showcased to visitors, and so that staff members who wish to attend will not have conflicts with their work schedules.

Action Trustee Pawlak moved to approve closing the Library early on April 8th; Trustee Mathre seconded. The Board voted unanimously to close the Library at 6pm on April 8th.

Correspondence A patron suggested that the Library host treasure hunts. Another patron requested a book drop on the opposite side of town, near Emily Dickinson School or Hyalite. A patron asked that the Library lend out newspapers by the hour in exchange for an ID (similar to the laptop system). Other Library users wrote that the wooden chairs upstairs are uncomfortable (the Library is working on replacing these chairs), and that the pine trees outside are dying of pine beetle disease (according to James Goehring, they are fine and will bounce back). Finally, a patron thanked the Library for allowing her to print out valentines.

Director's Report BPL Director Susan Gregory reported that 42.72% is remaining in the personnel budget for the current fiscal year, which is right on track. Approximately 42% of the fiscal year remains, with 44% of the budget remaining. Door traffic was high for January: 32,875. 7,992 questions were asked at the five service desks.

Gregory met with City Manager Chris Kukulski, and gave him a preliminary look at the Library's upcoming budget requests. The City continues to hold joint meetings with the County every other month. At the most recent meeting, attendees discussed City Commission priorities, including the landfill, transportation, streets, storm water, the workforce and affordable housing.

Gregory and Foundation Director Paula Beswick attended the American Library Association (ALA) Midwinter Conference in Chicago from January 29th-February 3rd. Gregory represented Montana libraries nationally as the Montana Library Association Chapter Councilor to the ALA Council, the governing arm of the Association. She also serves on two other ALA committees. Gregory and five others from BPL attended the Belgrade Community Library's celebration for being named **2015 Best Small Library in America**, an honor bestowed by *Library Journal*, and cosponsored by the Bill & Melinda Gates Foundation. Ralene Simmons, officer for the Bill & Melinda Gates Foundation, was on hand to present the award to Belgrade Director Gale Bacon and her staff. Montana Governor Steve Bullock attended the event and made an enthusiastic speech about the power of public libraries to change lives. Gregory was able to give Ms. Simmons a walking tour of Bozeman and a tour of BPL before she flew back to Seattle the following day.

Friends Report Friends of the Library (FOL) President Sharyn Anhalt reported that FOL held its annual membership meeting in January, where members approved new articles of incorporation, which allowed the group to expand its board. Sharyn Anhalt (president and interim treasurer), Kathy Wojcik (vice president) and Priscilla Dolan (secretary) were renewed as board members. Pete Koson was elected as a new board member. The Friends board added two new members at the February meeting: Pam Henley and Kelly Pohl. Anhalt is in talks with BPL Director Susan Gregory about improving the process by which the Friends funds the Library. The Friends has almost \$70,000 to contribute to the Library this year. The next book sale is March 20th 22nd.

Foundation Report Foundation Director Paula Beswick reported on the Bozeman Public Library Foundation's board meeting last week, which approved a budget for 2015. New Board members were approved, including Diana Blank, Robin Hubley, and Mark Sullivan. This year's budget increases spending on marketing, and provides funds for an outdoor play space, which will include a ping pong table and a play garden. Grants from Gallatin Gardener's Club and other organizations will go toward the outdoor play space.

The bookmobile fundraising kickoff event, A Moveable Feast, takes place Wednesday, February 25th at Ale Works. A press release was sent out Monday, and the event should appear in the Sunday edition of The Bozeman Chronicle. The Cornerstone event, the Foundation's annual gala, will be held on April 18th.

Beswick gave a presentation on donor and board development at ALA, which United for Libraries wants to turn into a webinar to be available nationally. She participated in two table

talks on marketing for libraries, and facilitated a discussion on library foundations. She is writing an article for the United for Libraries newsletter about the bookmobile fundraising effort and the Moveable Feast event.

The Gallatin Art Crossing lecture series begins February 24th, with professors from Montana State University discussing the value of public art. A second yoga class has been added on Tuesdays at the Library, and both classes are packed each week. March 27th is the retreat for Library, Friends and Foundation boards and Library department heads. The One Book One Bozeman writing contest will be broadened this year to include other forms of creative expression, such as visual art. This contest will run through the month of September.

Beswick has an MSU contact who is interested in creating a writing center at the Library, staffed by MSU tutors, who could help the community with resumes and other writing projects. Beswick also announced that BPL is one of three recipients of the Peacemaker award from the Bozeman Mediation Center.

Adjournment There being no further business, Board Chair Ron Farmer adjourned the meeting 6:36pm.