

**Bozeman Public Library Board of Trustees Regular Meeting**  
**Bozeman Public Library—Board Room**  
**Wednesday, October 21<sup>st</sup>, 2015**  
**Minutes**

**Attendance** Present: Trustees Judy Mathre, Jennifer Pawlak, John Gallagher, Ron Price; Bozeman Public Library (BPL) Director Susan Gregory; BPL Department Heads Mary Jo Stanislao, Lois Dissly, Kit Stephenson; Library Foundation Director Paula Beswick; BPL Staff Kate Holloway; Friends of the Library Secretary Priscilla Dolan; Assistant City Attorney Karen Stambaugh; Lonnie Wirtz, Facilities Services.

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

**Approval of the Minutes** Trustee Gallagher moved to approve the minutes from the September 16<sup>th</sup>, 2015 Board meeting. Trustee Price seconded. The Board voted unanimously to approve the September minutes.

**Parking Lot Update** Lonnie Wirtz from the City's Facility Services presented a plan for improvements to the Library parking lot's drainage system. Currently there are issues with the drainage that happens through the dog bone landscaping areas, where water gets backed up into the parking areas. The dog bone areas are filled with rock and gravel which slow the draining process. The new plan will involve installing concrete aprons which will drain more cleanly and efficiently. The repair should cost between \$10,000 and \$12,000, and will be added to the Facilities department's capital improvement plan. The drainage project can be carried out independently of the parking lot improvement plan.

Library Foundation Director Paula Beswick reported that the most recent Tax Increment Finance (TIF) board meeting was canceled due to lack of quorum, but the Library should hear about the Board's decision to fund parking lot improvements next Tuesday, October 27<sup>th</sup>.

**Interlibrary Loan Policy** Kate Holloway reported that after proposing a change to the Interlibrary Loan policy at the last Board meeting (reducing the limit of Interlibrary Loan items borrowed from 10 per patron per month to 15 per patron per year), she and her department took the Board's feedback into account and proposed a limit of five items per patron per month. Trustee Mathre asked about the discussion at the last Board meeting of charging a postage fee for patrons who need to go over the borrowing limit. Holloway replied that she would add the \$3 per item postage fee back into the revised Interlibrary Loan policy.

**Action** Trustee Pawlak moved to approve the updated Interlibrary Loan policy, with the addition of the \$3 per item postage fee for borrowing six or more items per month. Trustee Gallagher seconded. The Board voted unanimously to approve the new Interlibrary Loan policy.

**Behavior Policy** Assistant City Attorney Karen Stambaugh presented BPL's new Behavior Policy which has just come from the City Attorney's office. She noted that all the rules in the policy were written with City policies and the Library's mission in mind, and made to be as specific as possible about what behavior is and is not allowed. Trustee Price asked that verbiage be added for clarity in the Appeals section to make clear that criminal convictions and fines can be appealed but not through the Library Board. Price also asked about the Board's appeal process, and suggested that the period of time from when the Board makes its decision to when it issues a written statement be changed from 15 to 30 days in order to give the Board a chance to meet and for all members to see the written statement before it goes out.

Trustee Pawlak asked about the section that addresses unreasonable noise, and whether it reflects what BPL wants its cell phone policy to be. Trustee Pawlak also asked about the section that addresses gambling, panhandling, soliciting or selling non-Library materials. The policy specifies that these activities are not permitted in the Library building, and Pawlak asked if they are permitted on Library grounds. BPL Director Susan Gregory answered that political canvassing is allowed on the sidewalk as long as the canvassers do not bother patrons or deter them from entering the Library. Trustee Price noted that while some cities have ordinances against it, panhandling is legal in Bozeman, and that it is best to treat access areas like public sidewalk. Price suggested striking language in this section that implies that these activities are allowed on Library grounds.

The Board discussed references to unattended children (which are currently addressed in a policy separate from the Behavior Policy) as well as references to appendices, which may be out of date. Gregory noted that eliminating redundancies in Library policies will be part of the policy revision process. Trustee Pawlak asked for clarification about language referring to children over seven and under seven, and the Board agreed to standardize this to seven and under. Foundation Director Paula Beswick asked about e-cigarettes, and Gregory replied that she and the City Attorney could not find relevant laws specific to e-cigarettes, but all tobacco products are included in this policy. Beswick also asked if there is a way to prohibit skateboarding on outdoor stairs and benches on Library grounds. Trustee Price suggested that language be added to let dog owners know that if they tie their dogs to fixtures on Library grounds, staff will contact the police department.

Stambaugh noted that the new policy will need to be prominently displayed in the Library once it is approved, and that staff training will be key. Stambaugh will bring a revised red strikethrough draft to the November Board meeting.

**FY17 CIP Depreciation Fund Requests** BPL Director Susan Gregory distributed copies of the depreciation fund requests that the City received. Trustee Pawlak asked if the parking lot improvements can be added if needed, and Gregory replied that the improvements are covered in

line 12 – ‘pedestrian access/Library parking lot’ and that a dollar amount can be added once the Library knows how much assistance it will get from TIF. Pawlak also asked about the inclusion of the bookmobile, and Gregory and Beswick explained that even though the funding is coming from a private source, it must be accounted for in the CIP. County funds for the bookmobile are not included in this request.

The Board discussed how this is a long range plan for the depreciation fund (and includes projects that will likely extend to FY18 and beyond), thus there are zeros for placeholders where dollar amounts are not yet determined. Gregory explained that it is best to have all plans for the depreciation fund put in writing, whether or not the cost is known. Once the Library is ready to move forward with such a project, it can request a budget amendment from the City Commission to approve with the updated cost.

Trustee Price noted that some of the requests pertain to safety issues (including a request for a security system and the proposed parking lot improvements) and said he feels these should be prioritized. Regarding the purchase of new chairs, Gregory emphasized that the Library will only be selecting new chairs which can be easily cleaned.

**Action:** Trustee Price moved to accept as presented the proposed CIP as a planning document for future spending. Trustee Pawlak seconded. The Board voted unanimously to approve the proposed CIP.

**Correspondence** BPL Director Susan Gregory shared correspondence from the community. A patron asked that BPL turn on wireless printing (it is on and accessible through a link on the Library’s homepage, but perhaps could be better promoted). Another patron requested a debit/credit machine to pay for printing upstairs. There was a request for a stapler on the printing table (this has been taken care of), and a complaint that the chairs by the consumer reports are too low (new chairs are part of the CIP). Gregory read a complaint about the noise levels inside the Library, and a compliment about the staff and the experience of coming to the Library. A patron thanked Dan and Shari in Computer Services for their help. A visitor to the Library was unhappy with the lack of seating in the lobby before opening.

A patron reported an unpleasant odor that regularly occurs in the computer lab, while another patron requested sound-proofing for the study rooms upstairs. A patron asked why disabled parking is located so far from the building. Gregory noted that this is a design issue, and that the spaces closer to the building have a slope that prevents them from being ADA-compliant. She said that the parking lot improvement plan creates about four more disabled access spaces closer to the building, and Trustee Pawlak asked if this part of the plan could be implemented right away. Lois Dissly suggested that BPL might be able to quickly create some disabled-designated (though not ADA-official) parking spaces with some simple painting/markings.

**Staff and Director’s Report** BPL Director Susan Gregory reported that BPL’s annual Staff Day is on November 11<sup>th</sup>. The morning portion will take place at the Baxter Hotel, where

Sergeant Jim Anderson will present an abbreviated version of his crisis intervention training. Later in the day, a panel of representatives from local social service agencies will speak about the resources they offer the Bozeman community. All Board members are invited to attend Staff Day.

Gregory showed the Board the new Library stationary and new City logo, and reported that the Library and City have decided that while the City is getting a website update, the Library will continue to control its own website and update its own content. The City homepage will continue to link to the Library's site. Jason Greenwald from BPL's Computer Services staff will attend City website meetings to keep the Library informed of news in this area.

Lois Dissly reported that she attended a meeting of the Montana Shared Catalog (MSC) on October 1<sup>st</sup>. The MSC voted to enable a feature that allows patrons to see their checkout history. Currently, all checkout records are wiped from the system when items are returned (except for items which have a fine). If BPL decides to allow this feature, patrons would be able to decide if they want to turn their checkout history on. While this poses some privacy issues (e.g. if the FBI wanted access to a patron's records, there would now be a record to access) this has been a much-requested feature by BPL patrons. BPL is still learning the specifics of how this will work, and is deciding how patrons will be allowed to opt out or opt in. The feature goes into effect for MSC libraries on December 1<sup>st</sup> (though BPL can decide at any time after that to implement it).

**Friends of the Library Report** Friends Secretary Priscilla Dolan reported that the Friends have set up a table in the lobby to celebrate a national Friends of the Library Week event. They are selling new memberships and membership renewals, and all purchases come with a Friends tote and an entrance in a drawing to win a gift basket with a coffee mug and other Friends goodies. Dolan said that the Friends budgeted \$69,000 to give to the Library this year, and they have given \$66,000 so far. At their last meeting, the Friends awarded funds for parenting workshops, the Most Wanted collection, and marketing for the Homework Montana program. Dolan noted that three board members are stepping down soon, so they will be seeking new members. The next book sale is November 13<sup>th</sup>-15<sup>th</sup>. There are currently 330 boxes of books in storage and that number may climb to 400 by the time of the sale. The sales in the coffee shop continue to do well thanks in part to more shelf space allotted for Friends books. The coffee shop routinely sells 100+ books per week and brings in \$2,000 per month for the Friends. The Friends replenish the shelves on Wednesday afternoons.

**Foundation Report** Library Foundation Director Paula Beswick gave a recap of Foundation summer programming: the Library held six outdoor concerts (one was held inside and another postponed due to weather) which brought about 1,800 attendees to the Library. Approximately 1,000 community members attended convocation to hear One Book One Bozeman author Rebecca Skloot speak. Jazz and More put on ten concerts, and Kelly Roberti won the Cornerstone award this year. The two yoga classes being offered on Tuesdays at the Library

continue to be well-attended. The next art reception is November 20<sup>th</sup> with artist June Safford. Historian Derek Strahn will be present to talk about the buildings depicted in Safford's work. The fourth annual Cinema Circus West drew 350 people. The children's garden and play area is mostly finished, though a climbable sculpture is forthcoming. Beswick is working with the forestry department to put together a plan to plant more memorial trees on Library grounds.

Beswick, with Jason Greenwald, facilitated an iPad class for seniors living at Aspen Pointe. The class was a test program for technology outreach classes for seniors that can be taken to assisted living centers and/or out on the bookmobile. The Aspen Pointe residents enjoyed the class and requested a class on downloading audio books.

Several staff members are collecting information about other libraries' bookmobile programs through visits and meetings. The Foundation is looking at bus sizes, floor plans, pricing, and fueling options (e.g. propane, biodiesel, electric/hybrid).

Beswick said that she is working with an architect to get pricing for the proposed space reorganization projects for the second floor of the building (expanding the computer lab and turning the Foundation office into public space - perhaps an MSU-staffed writing center), as well as the creation of the doorway from the Yellowstone Public Radio booth to the lobby. She is also looking at whether Foundation endowment funds should be used for more space reorganization as outlined in the strategic plan (such as creating a makerspace, co-working space, resource center, etc.) On an upcoming trip to Boston, Beswick plans to visit several organizations including the Harvard Innovation Lab, the Cambridge Public Library, and Candlewick Press to tour facilities, explore partnerships, and exchange ideas.

Beswick reported on a dinner event held in the Library for Cornerstone auction winners, a Kerb standup unit that the company provided for the Library that allows patrons to find local events, and reminded the Board that the Children's Festival of the Book is coming up on November 7<sup>th</sup>.

**Adjournment** There being no further business, Trustee Mathre adjourned the meeting at 6:12pm.