

Bozeman Public Library Board of Trustees Regular Meeting
Bozeman Public Library—Board Room
Wednesday, September 16th, 2015
Minutes

Attendance Present: Trustees Judy Mathre, Jennifer Pawlak, John Gallagher; Bozeman Public Library (BPL) Director Susan Gregory; BPL Department Heads Lois Dissly, Kit Stephenson; Library Foundation Director Paula Beswick; BPL Staff Kate Holloway.

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

Approval of the Minutes Trustee Pawlak moved to approve the amended minutes from the July 15th, 2015 Board meeting. Trustee Gallagher seconded. The Board voted unanimously to approve the amended minutes. Trustee Pawlak moved to approve the minutes from the August 19th, 2015 Board meeting. Trustee Gallagher seconded. The Board voted unanimously to approve the August minutes.

Parking Lot/TIF Board Update Library Foundation Director Paula Beswick reported that yesterday's TIF board meeting was canceled due to a lack of quorum. BPL Director Susan Gregory noted that the parking lot drainage discussion will be moved to the October Board meeting agenda as Lonnie Wirtz is out of town.

Interlibrary Loan Policy Kate Holloway reported on current issues with BPL's Interlibrary Loan (ILL) Policy, which allows patrons a limit of borrowing 10 ILL items per month. The ILL department consists of Holloway, who works there 20 hours per week, plus three volunteers. With an increase in usage by patrons (and in other libraries requesting BPL's items), BPL's ILL department cannot keep up with the high volume of requests. Holloway pointed out that some of the most frequent ILL users are requesting DVDs of television shows and similar materials that can be obtained from other sources. Holloway proposed limiting ILL borrowing to 15 items per patron per year, which is what the Missoula Public Library does. Any patron needing to go above the 15 item per year limit could pay a \$3 per item postage fee.

The Board discussed how the ILL system is currently being used – whether patrons are abusing the system and whether researchers would be able to do their work under the proposed item limit. Holloway explained that BPL currently borrows more items from other libraries than it lends, and that in many cases, she routes ILL requests through the librarians at BPL who are responsible for purchasing materials to see if the requested items should be bought for BPL's collection. Board members asked about fee collection under the proposed system, and Holloway said that fees would likely be collected in Circulation and billed to patrons in a similar way as fines (these fees, like Library fines, would go to the general fund). The Board agreed to review the policy changes and make a decision at the October Board meeting.

Holiday Schedule BPL Director Susan Gregory explained that she had originally requested the Board's permission to hold the 2015 Staff Day on October 12th, instead of on Veterans Day, November 11th, in an effort to be closed fewer days in November. However, the speaker engaged for this year's Staff Day is unable to make it on October 12th, so Gregory requested permission to move Staff Day back to November 11th. BPL would be open on Columbus Day (October 12th) instead of closing for Staff Day, and closed to the public on Veterans Day (November 11th).

Trustee Gallagher moved to approve the new holiday schedule. Trustee Pawlak seconded. The Board voted unanimously to approve the holiday schedule.

Correspondence BPL Director Susan Gregory shared correspondence from the community. A couple was concerned about birds flying into the east windows and hurting themselves. They suggested the use of window decals to deter birds. A patron wrote that Shari Curtis at Computer Services was very helpful. Another patron thanked the Library for the use of its computers. A patron wrote to say that he did not receive notification that an interlibrary loan item was available. A patron wrote a note saying that he or she appreciates the Library. A community member who hosted an outdoor dinner on Library grounds wrote a thank you note and sent a photo.

Staff and Director's Report BPL Director Susan Gregory reported on a meeting she and other Gallatin County library directors held with the county's finance director. The finance director let them know that the Gallatin County Commissioners decided to increase millage for roads and libraries, which will increase BPL's allocation in the coming year. The County annual allocation for the Library goes to the City's general fund, and is then given back to the Library in its operating budget. Capital funds allocated from the county will amount to \$81,803 in FY16. Gregory also reported that the City Attorney has refined BPL's behavior policy, adding specifics and references to Montana law, and has highlighted areas in the policy for staff training opportunities. The updated Internet access policy has been reviewed by the Library Board and department heads and has been sent to the City Attorney's office for review. Both policies are currently on the agenda for review at the October Board meeting.

Gregory informed the Board that the Montana State Library's Library Development Task Force is looking for input on whether the programs that the State Library funds are useful. The Task Force, of which Gregory is a member, has developed an online survey for Library Directors and Trustees to complete. Gregory will send the link to the Trustees so that they can contribute their opinions and any suggestions they may have for future programs. She shared monthly statistics, which included a door traffic count of 37,374, which is a new high for the month of August.

Lois Dissly announced that Jenny Stapp will be in Belgrade for the Headwaters Library Association meeting on Friday, September 18th. BPL has nearly 4,000 likes on Facebook, and there are now representatives in each department of the Library that post to BPL's Facebook

page. She reported on the new leveled reading program happening with children's easy beginner books. Starting with new books in this category, spines will be marked with orange, red, or yellow tape, indicating the reading level. The designation mirrors that of the school reading system.

Friends of the Library Report Gregory reported in Friends President Sharyn Anhalt's absence that the Library submitted two funding requests to the Friends this month. The first is for a year of access to Homework Montana, an online tutoring program that used to be funded by the State Library, but which was dropped this year. \$16,525 will go toward the cost of providing access to Homework Montana to BPL's patrons; of that amount, approximately \$1,000 will be used for marketing the service to area patrons and schools. The second request was from Computer Services for approximately \$4,000 worth of computer equipment, plus a subscription to Lynda.com for professional training for Computer Services staff, as well as to evaluate whether BPL would benefit from purchasing a Lynda.com public license in the future.

Foundation Report Library Foundation Director Paula Beswick reported that a few artists are donating artwork for the purpose of bookmobile fundraising, including the artist whose work is currently on display in the Library's lobby, Jelani Mahiri. The next bookmobile meeting is September 29th. The Foundation is beginning to transition back to a fundraising phase for the endowment for the bookmobile. Beswick met with the new Head of Reference and Adult Services Kit Stephenson about programming and discussed what Foundation-run programs Adult Services can and would like to take on. There are two more One Book One Bozeman events: a panel on the business, legal and medical ethics of cell research on September 21st, and a book club discussion at Aspen Pointe Senior Living on September 25th.

Beswick shared the 2015 Children's Festival of the Book poster, and passed around *Extra Yarn* and *Sam & Dave Dig a Hole*, the authors of which will be at the festival on November 7th. The Foundation is working on outreach to Bozeman schools for the event. Beswick is reaching out to library foundations in Missoula and at the Bitterroot Public Library, as well as presenting a webinar on foundations for United for Libraries. This week a program called Outside the Lines is taking place across the country, where libraries seek to reconnect with their communities. As part of the program, BPL employees are visiting breweries in Bozeman to hand out coasters, talk about the Library and its programs, and promote an upcoming concert at BPL by Modern Sons on September 20th.

Adjournment There being no further business, Trustee Mathre adjourned the meeting at 5:47pm.