

Bozeman Public Library Board of Trustees Regular Meeting
Bozeman Public Library—Staff/Board Room
Tuesday, December 16th, 2014
Minutes

Attendance Present: Board Chair Ron Farmer; Trustees Jacki McGuire, Jennifer Pawlak, Judy Mathre; Bozeman Public Library (BPL) Director Susan Gregory; BPL Department Heads Terri Dood and MaryJo Stanislaos; Library Foundation Director Paula Beswick; Superintendent of Facilities James Goehring

Call to Order The meeting was called to order by Board Chair Ron Farmer at 4:01pm.

Approval of the Minutes Trustee McGuire moved that the minutes from the November 19, 2014 meeting be approved. Trustee Mathre seconded. The Board voted unanimously to approve the minutes.

Holiday Schedule Circulation Supervisor MaryJo Stanislaos presented the 2015 Library holiday schedule, which lists the dates the Library will be closed next year. All City employees get 10 paid holidays per year, and the City's holiday schedule is slightly different from the Library's. Library staff members who work on Sundays can choose whether to work on Easter Sunday or to use a day of vacation, as the Library will be closed but it is still a staff work day. Columbus Day (Monday, October 12th) has been selected as the staff training day for 2015 instead of Veterans Day, as in previous years. The Library department heads requested that staff day be moved from November to October, as the Library was closed for four days in November this year. The Library will be open on Election Day, and staff will get the day after Thanksgiving off instead of Veterans Day. The Board discussed closing early on New Year's Eve this year (at 6pm instead of 8pm). The Board decided to close the Library at 6 p.m. on New Year's due to slow business and staff consideration.

Action Trustee Mathre moved to approve the 2015 holiday schedule. Trustee Pawlak seconded. The Board voted unanimously to approve the schedule.

Correspondence BPL Director Susan Gregory read correspondence from patrons. Two patrons complained about noise in the Library, from people talking on cell phones, to crying children, to adults carrying on loud conversations. Gregory noted that the Library is looking into ways to create more quiet spaces while still offering an inclusive community/cultural space for all patrons. The Board discussed the feasibility of banning cell phone use (which would put the onus on staff for enforcement and might alienate patrons), and whether more signage would help or muddle the issue.

A patron complained that a librarian sprayed air freshener in the lobby to cover up a bad smell. The patron was concerned about the spread of petrochemicals. Another patron was upset that the

Library uses a collection agency to recover the cost of lost items. Patrons requested a clock on the outside of the Library building, along with an open/closed sign. The Board discussed what type of sign the Library could implement (electronic marquee, wooden to match the trail system, etc.). A patron wrote to compliment the Library on its newsletter, and another patron wrote a note to the Library via Facebook praising the Library and the Children's Room in particular.

City Superintendent of Facilities Report City Superintendent of Facilities James Goehring reported that the Montana Room is scheduled to have new carpet installed on January 19th. Alpine, the company which holds the snow removal contract with the city, requested to subcontract to another group that is experienced in snow removal. Goehring got authorization from the legal department to go ahead with this plan. New blinds are in the process of being installed in certain areas in the Library. The new public address system will likely be installed in about a month. Trustee Pawlak asked about snow removal on the pedestrian walkway, and Goehring and BPL Director Gregory reported that there is no news or updates on the walkway. Goehring added that there will be a retirement party for Police Chief Ron Price on January 5th, from 4-5pm in the Commission Room.

Director's Report BPL Director Susan Gregory reported on the two events in November to celebrate Nancy Stiner's retirement; a public reception on the 20th and a catered party for staff and Nancy and her family at the Library on the 21st. The Friends group is having its annual meeting at the end of January, and there will be a change in leadership – David House will be stepping down as president. Gail MacMillan organized a volunteer reception to honor all 67 of the Library's valued volunteers. MaryJo Stanislao, Terri Dood, and Gregory are in the process of interviewing candidates for a 40-hour per week Library Aide II vacancy in Circulation. They are in the midst of waiting for HR to check references. The PIE committee has been working hard on the annual staff holiday party, which will take place on Friday on the second floor of the Library. Board members are invited. The celebration of life event for George Cole will take place Saturday, December 20th at 6pm at the Library. November's statistics are slightly lower than previous months due to holidays and a total of four days of being closed. The fiscal year is halfway over, and 59% of the budget remains.

Foundation Report Library Foundation Director Paula Beswick reported that the Foundation is working to secure funding for the outdoor play space. Beswick and Library Director Gregory will attend the American Library Association (ALA) Midwinter Conference at the end of January in Chicago. Gregory is the Montana Chapter representative for the ALA Governing Council and has two additional committees on which she serves. Beswick will be giving two presentations at ALA this year for United for Libraries, the division for library trustees and foundations. Her team is planning to have an op-ed published in the New Year about the Library's statistics and upcoming events. Doug Weber of Mammoth Marketing is circulating a survey which will gather feedback from library patrons as well as non-users. The Foundation's year end appeal was mailed to 13,000 recipients (up from 1,200 last year). They are also

working on a plan to keep donors engaged. Beswick is working on the budget, and will present it in a meeting in early 2015. In 2014, the Foundation put on 125 programs, attended by 12,760 people. Beswick is also looking into planning a tri-board retreat for members of the Foundation, Friends and Library Boards, as well as Library department heads.

Insurance update Gregory distributed an updated certificate of insurance for the Lindley Perk coffee shop. This version does not show worker's compensation coverage, and the Board requested that the owner provide a copy that does.

Adjournment There being no further business, Board Chair Ron Farmer adjourned the meeting at 5:05pm.