

Bozeman Public Library Board of Trustees Regular Meeting
Bozeman Public Library—Staff/Board Room
Wednesday, October 15th, 2014
Minutes

Attendance Present: Board Chair Ron Farmer; Trustees Judy Mathre, Jacki McGuire, Jennifer Pawlak; Bozeman Public Library (BPL) Director Susan Gregory; BPL Department Head MaryJo Stanislaio; City Superintendent of Facilities James Goehring; Library Foundation Director Paula Beswick; Chief of Police Ron Price; Judge J. Colleen Herrington; City Manager Chris Kukulski; City Accountant Brandi Higgins

Guests Local resident Joseph Stefani

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

Approval of the Minutes Trustee Mathre moved that the minutes from the September 17, 2014 meeting be approved. Trustee Pawlak seconded. The Board voted unanimously to approve the minutes.

Public Comment There was none.

Rouse Justice Center Presentation City Manager Chris Kukulski, Chief of Police Ron Price, and Judge J. Colleen Herrington presented on the proposed new law and justice center, which is on the November 4th ballot.

Parking Lot Study Proposal Chair Farmer noted that Western Transportation Institute (WTI) representatives were not able to attend this meeting, but will attend next month's board meeting. Data has been collected over the course of two weeks from Library parking lot video cameras set up by WTI, and they have put together a proposal for a study that would identify issues, recommend solutions, and assist with the implementation of parking lot improvements. BPL Director Gregory said that state aid could be used to fund the study, which will cost \$4,041. Trustee Mathre brought up the Co-op's new lot as an example of a parking lot with good markings, sidewalks and visibility. The Board noted that the walkway between the Harrington building and the Library is now open, but the owners have not taken action to officially open it to pedestrians.

Action Trustee Jacki McGuire moved that the Board approve WTI's proposal for a parking lot study. Trustee Jennifer Pawlak seconded. The Board voted unanimously to approve the proposal.

Depreciation Request BPL Director Susan Gregory presented the Library depreciation fund capital improvement plan. Circulation Supervisor MaryJo Stanislaio spoke about the \$38,000 requested for FY16 to upgrade book drop software, replace three self-checkout machines, and

upgrade self-checkout software. Trustee Mathre asked if the new self-check software would allow patrons to check out a stack of books all at once, and Stanislaw replied that that is an issue of incompatibility with the Montana Shared Catalog software that would not be solved by new self-checkout software.

Trustee McGuire asked about the \$40,204 that has already been allocated for FY15. Gregory explained that approximately \$6,000 was allocated for energy improvements recommended by a McKinstry study conducted on City buildings, and the rest is for upgrades to chairs in the Children's room and on the second floor, new carpeting in the Montana Room, and new blinds in the Montana Room, Community Room, and Cindy Christin's office. These allocations were approved last year, and most of these improvements are in progress.

Other requests for FY16 include \$50,000 for new public computers and \$10,000 for wainscoting for meeting rooms and restroom areas (decided upon last year but allotted for FY16). A request for \$20,000 for new banners was moved from FY16 to FY18 as the banners are currently holding up well. Requests for funds for parking lot improvements, reconfiguration of existing building space, and implementation of a landscape master plan are pending. Parking lot improvements may come from the general fund.

Action Trustee Mathre moved to approve the Library depreciation fund capital improvement plan. Trustee Pawlak seconded. The Board voted unanimously to approve the plan.

Correspondence BPL Director Susan Gregory read correspondence from patrons and others who contacted the Library, dating from August. A patron asked when the Library is going to ban cell phone usage in the Library. Another patron suggested that the Friends or the City do some weeding on Library grounds. A patron noted that the tree planted in honor of BPL long-time volunteer Alice Ridenour looked sad, and the Board discussed replacing the tree in the spring. There was a request to have a list of Montana authors published on the Library's website, and a remark that the shared catalog is clumsy and hard to search. A patron requested that the Library provide more laptops downstairs (which Gregory noted is part of the depreciation request), and another patron remarked that staff appears overworked and that BPL ought to hire more staff. There were complaints that the upstairs seats are too low, and that the community bulletin board is too small. There was a request that pets not be allowed in the building, and a plea to not pile plowed snow in the bike rack areas. A patron emailed the Library to say thank you for offering a class on 3D printing. Another thank you email came from a patron who received help from staff member Shari Curtis with designing a Christmas letter. A patron wrote to say that Carmen Clark is an excellent reference librarian. Staff members Gail MacMillan and Cindy Christin received accolades from attendees at state library conferences at which they presented. MacMillan presented on BPL's volunteer program at the Montana State Library Fall Workshops and Christin presented on using building blocks in the library at the Arizona State Library Fall Meeting.

City Superintendent of Facilities Report City Superintendent of Facilities James Goehring reported that Facilities has received two proposals for the new Library public address system. If either proposal is adequate, they will proceed with that very soon. Trustee McGuire asked about the status of gaps in the roof insulation where birds have been able to enter the building in the winter. Goehring replied that insulation has been replaced in these areas.

Staff Report Circulation Supervisor MaryJo Stanislaw reported that Brittany Iverson has been hired as a 15-hour per week Library Aide II. Brittany graduated from Bozeman High, attends MSU, and works in the MSU library. *Food for Fines* collected 600 pounds of food this year, and staff waived \$530 in fines.

Director's Report Bozeman Public Library (BPL) Director Susan Gregory reminded the Board that on Monday, November 10th librarians from the Lewis and Clark Library System in Helena will be driving their bookmobile to Bozeman to allow BPL staff and other interested parties to tour the vehicle and chat with Lewis and Clark staff from 10am to 3pm. BPL Staff Day will take place on Tuesday, November 11th. Board Trustees, the Foundation Board, and the Friends Executive Board will be invited to attend. Librarian Carmen Clark and Director Gregory were interviewed by ABC-FOX Montana about the national *Banned Books Week*. The interview can be found on the ABC-FOX Montana website. Gregory recently attended meetings in Helena for the 4 Rivers-BridgerNet library sharing groups, the Montana Shared Catalog, and the Montana State Library Fall Workshops (the last of which Cindy Christin, Kathleen McPherson-Glynn, and Gail MacMillan attended). Gregory noted that the shared catalog is a boon for Montana libraries, but is a work in progress as evidenced by patron comments.

Director Gregory also attended a joint meeting of the City of Bozeman officials and Gallatin County Commissioners on October 1st. Both of these groups plan to hold these meetings regularly again. Library staff Carmen Clark and Director Gregory attended the Fall Academic and Special Library Division/Public Library Division Meeting at Chico Hot Springs October 12th and 13th. Gregory spoke on a panel presentation about the American Library Association and her role as the elected Montana Library Association Chapter Councilor.

Administrative Assistant Nancy Stiner is retiring on November 21st after 22 years of service to the Library. Gregory is working with HR to hire someone in time for Stiner to do some training with the new Administrative Assistant.

Trustee McGuire asked about the stolen laptop, and Gregory answered that it has not been recovered.

Foundation Report Foundation Director Paula Beswick reported that she gave a tour of the Library, complete with trivia, prizes and coffee to 20 seniors as part of Active Aging Week with Aspen Pointe retirement community. Beswick and Development & Programs Manager Sarah DeOpsomer have been participating in several webinars lately through the Association of Fundraising Professionals on topics such as fundraising and marketing. Beswick met with BPL

Director Susan Gregory, City staff and Tate Chamberlin, President of Gallatin Art Crossing, to discuss inventorying all the public art on Library property, both inside the Library and on the grounds. This inventory is necessary to make sure contracts with artists are in place, and that all artwork is properly insured. *One Book One Bozeman* wrapped up on September 29th with a discussion about women's voting rights around the world. Beswick was also invited to speak about *I am Malala* at a men's book group at Pilgrim Church. *One Book One Bozeman* was a great success this year, and the first meeting for next year's program has already taken place. Foundation Director Beswick met with Doug Weber from Mammoth Marketing to work on a marketing plan for the Library. He is on retainer for a year and is available to work with the Foundation and Library on marketing issues. Finally, Beswick reported on a Columbus Day donor dinner for (18) eighteen people that served guests a five-course meal consisting of foods that were growing in North America before Columbus arrived. The current focus of donor events is to reinvigorate old friends (i.e. those who have given in the past) while attracting new people.

Adjournment There being no further business, Board Chair Ron Farmer adjourned the meeting at 6:20pm.