

**Bozeman Public Library Board of Trustees Regular Meeting**  
**Bozeman Public Library—Board Room**  
**Wednesday, February 21<sup>st</sup>, 2018**  
**Minutes**

**Attendance** Board Chair Judy Mathre; Trustees John Gallagher, Jennifer Pawlak, Ken Spencer; Bozeman Public Library (BPL) Department Heads Lois Dissly, Kit Stephenson, Jason Greenwald; Administrative Assistant Lauranna Cossins; Friends of the Library President Stewart Mohr; City Commissioner Terry Cunningham. Not Present: BPL Director Susan Gregory, who was attending the American Library Association Midwinter Conference in Denver.

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

**Approval of the Minutes** Trustee Spencer moved to approve the minutes from the January 17<sup>th</sup>, 2018 meeting. Trustee Pawlak seconded. The Board voted unanimously to approve the minutes.

**Budget Report** Lauranna Cossins presented the draft of the budget that will be presented to the City. She explained that it may come back with requests for cuts. The Board went through the budget items and brought up questions. Trustee Pawlak asked about the pre-processing of books. Cossins said that this item was a re-categorization. Trustee Pawlak asked about the Library car. Cossins said that the current Library car is completely dead. The amount in the budget request is for maintenance and reimbursement of gas if the Library gets a new car. The car itself might possibly come out of the Library Depreciation fund. Lois Dissly said that the Library has discussed having staff use Uber or Lyft when doing Library business. She said that staff often use their own cars to go to Costco, library conferences, and to do outreach in the community.

Dissly said there is an increase in the budget for utilities, to account for regular recycling pickup of discarded books. Previously the City staff would pick up this recycling for free upon request and if their schedule allowed, but the Library will be able to get on its regular pickup schedule if it pays for the service. Dissly also said that Cossins had proposed a plan to schedule painting for parts of the Library each year, and to budget for it. She said the meeting room scheduling software is no longer being maintained, and that staff is looking into other options. There is \$5,000 in the budget set aside for new scheduling software.

Board Chair Mathre asked about new and replacement maintenance contracts categories. Cossins explained that the Library custodian falls under Facilities (and Facilities also contracts out for the night cleaning service). She said that there is an increase in the FY19 Budget request for landscaping in order to have continuous service to prune, weed and maintain the beds and shrubs, and that this falls under maintenance. Terry Cunningham asked about the difference between maintenance contracts and general contracts. Kit Stephenson said that services such as meeting room software, access to OCLC, and membership to the Montana Shared Catalog are included under maintenance contracts, whereas landscaping and painting are included in general maintenance.

Stephenson mentioned some new Library services which are in the budget request, including subscriptions to Hoopla, an online service that gives access to eBooks, audiobooks, movies, television shows, comic books and music (to supplement and not replace MontanaLibrary2Go) and Zinio, which allows patrons to download magazines.

**Action** Trustee Pawlak moved to approve the FY19 budget requests. Trustee Spencer seconded. The Board voted unanimously to approve the FY19 budget requests.

**Correspondence** Kit Stephenson said that Susan Gregory asked her to read an email from a staff member, who wrote that he or she received three requests for more parking spaces in a short window of time. The Board discussed the use of the Library parking lot for those accessing trails, and whether 'Library Parking' signage would be effective in encouraging non-Library users to park elsewhere. The volunteer who teaches yoga classes at the Library has also mentioned that the parking situation is making it difficult for her to come to the Library.

A patron requested that the Library hours be posted large enough so that they can be read from one's car. There was a request for signs that tell patrons to be quiet and to not eat in the Library. A patron requested electronic access to the magazine Make. Someone asked to be able to print at any computer. Another person wanted more identification for maps on Library walls (Janay Johnson is working on getting all art identified and labeled in the Library). A patron requested boot driers for the building.

**Director and Staff Reports** Jason Greenwald reported that many patrons are using Lynda.com. He said he is starting to take a closer look at the data the Library collects to make sure it is doing what it needs to do to measure BPL's performance as a Library. He invited questions from the Board. Board Chair Mathre asked about express computer sessions. Greenwald said that his department has kept track of 30 minute sessions from express computers as well as the 2 hour sessions that are available in the lab and on laptops.

Kit Stephenson reported that the Community Connect event was a huge success. In the past it has been held at the Presbyterian Church, and holding it at the Library meant it drew people that had never been to the Library before. Stephenson went to the Bozeman Noon Rotary Club and Prospera Business Network to present about Lynda.com. She said the sewing class is going well.

Trustee Pawlak asked about statistics for services such as Lynda.com and NYTimes.com. Stephenson replied that the Library keeps track, though it is not on the monthly stats sheet provided to the Board. She noted that Lynda had impressive numbers for January.

Lois Dissly told the Board that the early deadline for registration for the Montana Library Association conference is March 5<sup>th</sup>. The conference will be held April 11<sup>th</sup> – 14<sup>th</sup> in Bozeman. She noted that anyone can come to the reception even if they do not plan to attend the conference.

**City Report** City Commissioner Terry Cunningham engaged the Board in a discussion of what they would like from him as the new City liaison to the Library. He said he and the Commissioners are focused on the City's strategic plan. The plan will include continued support to the Library's efforts to increase facilities, expand programs and expand reach. He noted that the plan is intended to be a living document, with items being added and removed as needed. The

public will be invited to add feedback from February 26<sup>th</sup> to March 26<sup>th</sup>. The City is also starting the budget process soon.

**Friends of the Library Report** Friends of the Library President Stewart Mohr reported that in the last year, the Friends raised \$93,000 and spent \$92,000. Most of the income comes from book sales and memberships. 65% of that money was given in grants to the Library; the rest goes to operating expenses and paying the Friends' part-time employee. The Friends awarded \$10,000 for Most Wanted books at the last meeting, and elected new officers, all of whom have been members of the Friends board previously. In January the Friends had their first working session with the Foundation to see how they can work together and maximize efficiencies. The next book sale is on February 23<sup>rd</sup>-25<sup>th</sup>.

**Other Business** Board Chair Mathre gave an update on the construction of the door to the lobby. She said that because it is a project in a City building, it needs to go through the regular City bidding process.

**Adjournment** There being no further business, Board Chair Mathre adjourned the meeting at 4:55pm.