

Bozeman Public Library Board of Trustees Regular Meeting
Bozeman Public Library—Board Room
Wednesday, November 14th, 2018
Minutes

Attendance Board Chair John Gallagher; Vice Chair Ron Price; Trustees Jennifer Pawlak, Ken Spencer, Kelley Dowdell; Bozeman Public Library (BPL) Director Susan Gregory; BPL Department Heads Mary Jo Stanislaw, Kit Stephenson, Lois Dissly; Administrative Assistant Lauranna Cossins; Friends of the Library Secretary Pam Henley, City of Bozeman Finance Director Kristin Donald.

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

Approval of the Minutes Trustee Pawlak moved to approve the minutes from the October 17th, 2018 meeting. Vice Chair Price seconded. The Board voted unanimously to approve the minutes.

Depreciation Fund Susan Gregory introduced Kristin Donald, Finance Director for the City. Donald explained that at the end of each fiscal year, whatever is left in the Library budget is moved to the Library Depreciation fund, which is used for capital improvements. She said there are three projects currently scheduled for the fund: new carpeting for the building, service desk reconfiguration, and a materials conveyor system. Gregory explained that the carpet will be replaced in pieces to avoid or minimize Library closures. Trustee Pawlak asked if carpet is the recommended option for flooring, and Gregory said that it is, but that Traci Lesneski (an architect who has consulted for BPL) would be a good person to ask about alternate options. Gregory added that the small meeting room floor will be replaced with laminate to accommodate the types of activities that take place in that room. Trustee Price asked if the piecemeal replacement of carpet will increase the price of installation, and Gregory said it was possible, but not known. Staff will follow up.

Trustee Price asked if the proposed future elimination of late fines will impact the Depreciation fund. Gregory said that late fines go to the General Fund, not the Library's accounts per se. Donald added that other Library Depreciation fund projects include a new color copier in the staff workroom, new self-checkout machines, and getting the downstairs blinds fixed.

Action Trustee Pawlak moved to approve the FY20 Library Depreciation fund request. Trustee Spencer seconded. The Board voted unanimously to approve the FY20 Depreciation Fund request.

Board Business Board Chair Gallagher asked if anyone has any conflicts with the scheduled date for the December Board meeting, the 19th. No one had any conflicts, so the meeting will occur as planned. Gregory reminded the Board that a state librarian will be conducting an orientation with the Board at the January meeting.

Correspondence Susan Gregory shared correspondence from the community. A patron had concerns that Interlibrary Loan items could be stolen now that they are not behind a desk. Another patron complained about the noise in the Library, including cell phone conversations and children running around without parental supervision. Trustee Price suggested trying earplugs, which the Library staff have now purchased and are making available free to patrons who request them.

Director and Staff Report Susan Gregory reported that the Library's labyrinth and healing garden will probably be completed in the spring, unless there is a long spell of good weather between now and then. She said the first SymBozium program was a big success, with about 300 people in attendance. This was the premier event for the new civil dialogue series that the Library is producing with community input. Kit Stephenson added that the topic for the next event is immigration, with specifics yet to be determined.

Gregory and Janay Johnson had a call with architect Traci Lesneski to discuss setting up the new service points on the first and second floors. Lesneski asked if BPL is ready to do a site study, and whether that can be combined with the current project. Johnson said she spoke with Lesneski about getting an estimate for a site study that she can take to the Foundation board.

Gregory said that the 11th annual Children's Festival of the Book was a big success. It was exciting to have the current Caldecott Award winner, Matthew Cordell, in attendance as the lead speaker. Author Tracy Chapman was also a keynote speaker and charmed the huge crowd. Stephenson reported that her department is working to design a Thriving in Winter series, with talks and activities related to hygge, knitting, and skiing.

Lois Dissly reported that she is involved in planning Community Connect, an annual event at the Library that promotes area social service nonprofits and provides free services for neighbors in need including haircuts and vaccinations for pets, which will take place on January 27th.

Mary Jo Stanislaw reported that the Library is changing vendors for self-checkout machines. BPL has used Bibliotheca in the past. She got a quote from EnvisionWare for new self-checkouts which was extremely competitive. EnvisionWare currently provides BPL's public printing system, and has excellent testimonials from other Libraries who have EnvisionWare self-checkout machines. Stanislaw is working with City Legal and IT to get these new machines contracted and installed.

Friends of the Library Report Friends of the Library Secretary Pam Henley reported that the November book sale was one of the largest ever, bringing in \$19,000. The Friends are planning more pop-up sales related to events going on at the Library, including music and holiday book sales. The Friends are looking to buy a special sign or banner to advertise pop-up sales. The next regular sale is in February. The Friends recently reupholstered the chairs in the coffee shop. The next Friends board meeting is December 4th, and the annual Friends meeting is January 16th.

Foundation Report Foundation Director Janay Johnson was not present, but Susan Gregory reported that the annual Bozeman Public Library Foundation Gala netted \$103,000.

Adjournment There being no further business, Board Chair Gallagher adjourned the meeting at 4:52pm.