

**Bozeman Public Library Board of Trustees Regular Meeting**  
**Bozeman Public Library—Board Room**  
**Wednesday, December 19<sup>th</sup>, 2018**  
**Minutes**

**Attendance** Board Chair John Gallagher; Vice Chair Ron Price; Trustees Ken Spencer, Kelley Dowdell; Bozeman Public Library (BPL) Director Susan Gregory; BPL Department Heads Mary Jo Stanislao, Kit Stephenson, Lois Dissly; Administrative Assistant Lauranna Cossins; Friends of the Library President Stewart Mohr; Bozeman Public Library Foundation Director Janay Johnson; City Commissioner Terry Cunningham.

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

**Changes to Agenda** Board Chair Gallagher proposed moving the ethics training to the end of the meeting, to save time for those who do not need to attend it. The Board agreed to move the ethics training to the end of the meeting.

**Approval of the Minutes** Trustee Dowdell moved to approve the minutes from the November 14th, 2018 meeting. Trustee Spencer seconded. The Board voted unanimously to approve the minutes.

**Early Closing on New Year's Eve** Susan Gregory said that the Library has received permission to close early on New Year's Eve in recent years. She asked the Board for permission to close at 6pm rather than 8pm this December 31st.

**Action** Vice Chair Price moved to approve the early closing. Trustee Spencer seconded. The Board voted unanimously to approve the early closing on New Year's Eve.

**Correspondence** Susan Gregory shared correspondence from the community. Two patrons complained about the smell in the Library, and suggested air fresheners. A patron reported what they suspected was drug use in the bathrooms recently, and asked police to do walkthroughs of the bathroom (they currently do). A patron asked why there is no one at the Reference desk. Another patron asked for a designated parking area for Library users. A patron suggested putting decals on the Library windows so that birds do not fly into the glass.

**Director and Staff Report** Susan Gregory reported that the Library CIP Depreciation Fund request went through the City Commission with no problems. She said the work to create a door to the lobby from the former Yellowstone Public Radio room in the Community Room will be done in March, and the Library will also use that time to replace the flooring in the Community Room. The idea is to reach out to area non-profits and social services to find professionals who

would be interested in doing community outreach in the Library from that space. Gregory said there will be a meeting in January with local organizations to discuss plans for this space.

Gregory is on the Gallatin County Mental Health Local Advisory Council board, and this organization recently met with area legislators to discuss mental health funding. The group hopes to drive home the critical need for stable funding for mental health services in Gallatin County. Gregory said there were 48 applicants from all over the country for the assistant director position, including several internal or local candidates. Gregory hopes to begin interviews in early January. The staff holiday party is on Friday at 6pm at the Emerson. The Library will be closed December 24th and 25th.

Kit Stephenson reported that her department is working on developing programs for the computer lab. There will be open lab hours, where staff will be available to answer more in-depth technology questions, as well as book-a-tech, where patrons can sign up online to receive one-on-one help with a variety of topics. Stephenson said that Eli Bowe, BPL's VISTA volunteer, has been working on classes and sessions for business startups. Stephenson said that Trevor Huffmaster from Blackstone LaunchPad and Tom Walker from Bozeman's Small Business Development Center are going to start offering office hours on Tuesdays at the Library for people with questions about starting businesses.

**City Report** Terry Cunningham reported that the CIP process is moving forward. He said that the City has adopted a legislative agenda and added an item that supports Gallatin County's request for the provision of proper mental health funding. He added that the City recently approved an \$18,000 request for a case worker for the Gallatin Mental Health Center. He said the City is working on having conversations about how to support mental health through planning, leadership and funding so that it is not a piecemeal process. Cunningham said that the City has completed a three-year staffing plan, and the plan indicates a need for more police officers, which will likely be added this year. He said that there will not be a commission meeting on December 24th because of Christmas Eve.

**Friends of the Library Report** Friends of the Library President Stewart Mohr reported that the Friends have approved \$12,000 for the Most Wanted collection for next year, which is a \$2,000 increase over this year, as well as \$5,000 for a new DVD Most Wanted program. The Friends have budgeted about \$90,000 in spending for next year, which is \$5,000 less than last year.

**Foundation Report** Janay Johnson reported that the Foundation received a \$250,000 gift to fund an endowment for teen programs. This would create a perpetual source of funding for teen programs (probably close to \$5,000 per year to start, growing to \$10-12,000 per year). The Foundation did a big mailing a few weeks ago to donors plus 5,000 others who were determined to be the most likely to give. The Foundation has received 142 responses so far, 67 of which are from first-time donors.

Johnson and Director Gregory met with the City Manager today to get her input and figure out the procedure for creating a master plan for the next phase of the Library. A master plan would include an assessment of the existing space in the Library and on the Library grounds, looking at what spaces the Library may need that will not fit into its existing footprint. It would include a comprehensive assessment with recommendations for moving forward, pictures to show to donors, and a price estimate. Johnson explained that there is some sense of urgency as some of the Foundation's top donors who could make large gifts have requested an update on future projects.

**Adjournment** There being no further business, Board Chair Gallagher adjourned the meeting at 4:40pm.