

Bozeman Public Library Board of Trustees Regular Meeting
Library Board/Staff Conference Room
Bozeman Public Library
Wednesday, December 16, 2009
4:00 P.M.

ATTENDANCE

Trustees: Ron Farmer, Chair; Holly Brown; Jacki McGuire; Judy Mathre; Donna Swarhout; Paula Beswick, Foundation; Terri Dood, Staff; and Alice Meister, Director. Guest: Shawn Brumley, 3M Sales Representative.

CALL TO ORDER

The meeting was called to order at 4:31 p.m. by Chair Farmer after a talk and demonstration of the newly purchased 3M Radio Frequency Identification (RFID) system by Brumley.

APPROVAL OF MINUTES

McGuire moved to approve the November 18, 2009 Library Board minutes; Mathre seconded, and the motion passed 4-0.

CORRESPONDENCE

Meister read public comments which included a request to change the songs and games at the Tuesday "Books & Babies" and make it longer. A woman complained that someone was using her six year old's library card on the teen computers and wasn't certain how the person got the number other than from the hold items. It is true that people can type in random numbers once they figure out the Library's card number structure in order to use the computers longer than they should. Someone commented that the Library is awesome. Several patrons recommended DVDs and books to purchase. A patron recommended that a step stool be put in front of the kids' book return slots so children could return materials easier. Currently one is being made by a local woodworker for such use. A patron complained that there is a musty smell in the building when one enters from the outdoors. Several people requested that cell phones be banned from the second floor and throughout the entire building, as "the discourtesy is getting out of hand." A person emailed a request to add a certain link to the Library's web site, but it was his own web site he was promoting. Meister checked into a West Yellowstone resident's story about her trying to return Bozeman's books to the West Yellowstone Library, but the staff was "quite mean about it." The patron was told that this was allowed since there is a courier system between the two libraries. When the West Yellowstone Library Director was contacted, she said she remembered the incident and the woman was not mistreated; however, she is an ex-employee. An email from the Montana NTRAK was received, thanking Cindy Christin for her help in getting the railroad set up as the response had been tremendous. They plan to come back in March for another demonstration of the model trains. A person emailed to say that she loves the Playaway electronic books but wanted more; Katie Biehl, who purchases these materials, responded to her, asking her for recommendations. Currently the Library has 130 titles. A patron who wanted to sell his self-published book to the Library was told that the Library is always happy to include local authors in the collection based on Library policy. However, due to funding considerations, his book would not be purchased but would be added if the person wished to donate a copy. Dood developed a new form to give patrons which addresses such donations. A patron requested that the Library put a

link on the web site to renew materials, and he was told that people can renew items by going to either "My Account" or the Library's catalog on the home page and following instructions from there. Thank you notes were received from a film team that was allowed to use the Library for its film project and from some volunteer teens for their time at the Library. Meister mentioned a letter that had been received from the National Federation of the Blind regarding electronic books that should be accessible and usable to people who are blind or have other print disabilities. Some libraries are buying e-books that can't be read by people with disabilities, and this organization wanted libraries to be aware of the inequality that happens when such purchases occur. More racist material has been found in library materials. Mathre brought in an article from the "[Montana Human Rights Network](#)" showing a picture of Alan Keith Sones, the Bozeman resident who is the local contact point for The Creativity Movement, a national hate group. He admitted to being responsible for the racist leafleting. She then read an email from George Cole encouraging people to listen to Mark Potok of the Southern Poverty Law Center on Cole's radio program on December 21 about how to respond to hate and racist activities.

FRIENDS OF THE LIBRARY REPORT

Meister reported that the Friends met on December 8 and are budgeting for 2010. They also selected their book sale dates for next year: March 25-28; July 15-18; and November 11-14. They voted to put in a panic button at the Lindley Perk Coffee Shop for employee safety. Also new furniture for Lindley Perk was discussed, and it was decided to only replace the two low tables and chairs. At the January 5th meeting there will be a discussion about purchasing 26 new computers for the Library and how to possibly phase them in over a three year period of time. The next meeting is Tuesday, January 5th at 6:15 p.m. in the Board Room.

FOUNDATION REPORT

Beswick reported that Rose Toth was resigning her part-time position at the Foundation office; there will be a farewell party for her tomorrow morning. Kim Center has been hired to do the bookkeeping. Bozeman High School Principal Rob Watson plans to join the Foundation Board in January. The year-end appeal letter is bringing in more funds than the previous year's letter. There were approximately 1000 people who attended Christmas Stroll events at the Library on Saturday, December 5. There was good volunteer help and many programs planned for children that day. The Mom & Baby Yoga program started again on Tuesdays from 11:00-11:45 a.m. with twelve adults in attendance at the first program. Volunteers are still needed to help wrap books at Borders during the holiday season. Beswick is looking for a donor database program to help with the establishment of an endowment for the Library. There is no December Foundation Board meeting; the next one will be January 21 at 1:30 p.m. in the Board Room. This meeting is being held earlier than usual due to the Library Board Retreat planned for January 29-30.

DIRECTOR'S REPORT

Meister noted that the November statistical report showed a 4.19% in circulation along with a 77.51% increase in website visits. There was a 38.19% increase in adult program attendance. At 45.83% of the fiscal year completed, the Library has 62.64% left in its budget. November Needs Lists were distributed. The Department Heads have met several times to discuss RFID vendors after researching other libraries and their RFID choices. After considering 3M and

Integrated Technology Group (ITG), 3M was chosen, and a timeline will follow shortly. Department Heads and Meister attended a six-hour webinar on employment law held at the Library on December 9. The City plans leadership training beginning in January throughout the year for management and mid-management staff; sessions will last 3.5 hours semimonthly on either Tuesday afternoon or Thursday morning. Lois Dissly and Beth Boyson traveled to Parnly Billings Library to help that library staff join the Montana Shared Catalog (MSC) last month. Now Mary Jo Stanislaio and Dissly will work with the Manhattan Community Library December 15-16 as they also will be joining the MSC. The Library will be using Event Keeper software starting at the beginning of January; this is the same company the Library uses for checking out museum and swim passes. Katrina Krupicka is currently training staff on the use of this new software, which should save staff time. Christin, Beswick, Stanislaio, and Meister attended the marketing presentation given by the three MSU students—Cy Baldwin; Reese Rankin; and Calvin Reichert. A copy of the plan was sent to Trustees and will be discussed at the next Marketing Committee meeting on December 17. The Volunteer Party will be held on December 21, and Trustees are invited to attend as they give much time and help to the Library. Meister attended a farewell party for former MSU Renne Library Director Bruce Morton on December 9. Al Kesselheim and Meister were guests on George Cole’s “Real Time” program about favorite new books, which will be broadcast in January. Meister also talked with an individual who is trying to open an indoor skate park on South Wallace and wanted to visit about parking/programming possibilities. There will be a Secret Gift Shop for children ages 3-8 on December 23 at both 3 and 4 p.m. Children will make and wrap small homemade gifts for the holidays. Volunteers are still needed. On December 13 there will be a “Teens Make a Difference” program at 3 p.m., when Carlee Fountaine will read from her children’s book “Hope” followed by a discussion of her Destination Imagination team’s project to benefit Ugandan orphans. A Teen Advisory Group meeting will follow the program. There was an incident involving a patron who was rude to a new employee; this person has been consistently rude and angry at Library staff. A young man was transported to the hospital after becoming semiconscious in front of the Library. Another regular patron passed out in the restroom several times and had to be awakened to leave at closing time.

**ITEMS FOR DISCUSSION:
COLLECTION
MANAGEMENT POLICY;
CIRCULATION POLICIES**

Action

Dood explained that every three years the Collection Management Policy needs to be updated and certified by the Montana State Library in order for the Library to be on its Honor Roll. She said the previous one was completed after the move to the new building, so statistics about the community and the Library have been updated. Swarthout and Mathre complimented her on the good and different statistics. Dood added new formats such as the Playaways and the graphic novels to the Policy. Mathre moved to accept the Collection Management Policy as presented, Brown seconded, and the motion passed 4-0. Meister then discussed a change to the general policy that said no funds were available to pay speakers or performers. Since this is no longer true due to Foundation funds for such programs, she suggested this be stricken. Brown moved to strike this sentence,

Action Mathre seconded, and the motion passed 4-0. She then referred to the Meeting Room Policy, which has been updated with checklists added to ensure that more accurate statistics are kept and that rooms are left appropriately clean and orderly after usage. Swarthout questioned the statement about children are not to be left unattended in the Library while parents attend meetings; since the Unattended Children's Policy refers to children under the age of seven, this statement will be clarified. Also the statement about meeting rooms only being available for not-for-profit groups will be changed since profit groups are allowed to use the meeting rooms if the meetings are free and open to the public. Thus "not-for-profit" will be eliminated.

Action McGuire moved to accept the revised Meeting Room Policy with the above-mentioned changes, Swarthout seconded, and the motion passed 4-0. The need for everyone to sign the Financial Disclosure Form for the City was mentioned.

**BOARD MEMBER'S AND
CITY REPRESENTATIVE'S
REPORTS**

There was none. Meister mentioned that this would be the end of liaison City Commissioner Jeff Rupp's term, and a thank you card was distributed for everyone to sign.

ADJOURNMENT

The meeting was adjourned at 5:21 p.m. The next regular Library Board meeting is scheduled for 4:00 p.m. on Wednesday, January 20, 2010 in the Library Board Room.

