

Bozeman Public Library Board of Trustees Regular Meeting
Library Board/Staff Conference Room
Bozeman Public Library
Wednesday, June 17, 2009
4:00 P.M.

ATTENDANCE

Trustees: Ron Farmer, Chair; Jacki McGuire; Judy Mathre; Paula Beswick, Foundation; Lois Dissly and Terri Dood, Staff; and Alice Meister, Director.

CALL TO ORDER

The meeting was called to order at 4:02 p.m. by Chair Farmer.

APPROVAL OF MINUTES

Mathre moved to approve the May 20, 2009 Library Board minutes; McGuire seconded, and the motion passed 3-0.

CORRESPONDENCE

Meister read public comments which included a request for a DVD purchase. Another suggested purchasing more recent movies. An individual requested free computers to use with no computer pass required. Someone said the only thing to suggest was a pen that works by our suggestion box. An individual recommended avoiding using the Library meeting room for loud, musical instruments as it is too disruptive. Another complained about the new labeling system for hold books, as it is difficult to see the names and pull the correct book. Two individuals requested having frisbees and soccer balls to use. A person wanted directions on how to use the magnifying station. An individual complained that the Library was closed on Sunday, May 31 when the schools were still open and students needed the Library's resources. Another complained about the lobby smell due to the waterless urinals. Someone suggested more computers as there are too few for people to use. A patron felt that the fiction books should have the publication date on the spine label, which it used to have but discontinued as books have various copyright dates which aren't always the true publication date. A patron requested materials on identity theft, noting that the Library and MSU Renne Library had none. A patron requested faster computer service. A recent library school graduate who wanted to volunteer at the Library wrote Meister to thank her for taking the time to discuss the possibility. A person e-mailed a request for an upgrade to Flash 10 on the Library computers, which was already planned. A person requested a Hong Kong cook book. There was e-mail correspondence between Dissly and a patron regarding a bad web site caught by the Library's Trend software. The Chamber of Commerce sent a postcard saying that its staff had recommended the Library twice during the past month.

**FRIENDS OF THE LIBRARY
REPORT**

Meister reported that Jamie Johnston and Rene Tanner are the newest Board members. At the next book sale June 17-19, there will be books priced in a range between the collectibles and the regularly priced items. The Friends are updating their brochure and improving their logo. The four dog stations have been reduced to three now since the one originally shown at Peets Hill was not needed; the Friends will provide them and the maintenance. The Friends approved the purchase of "Reading Right from the Start" booklets that the children's library plans to distribute. They are also clarifying the

billing process for the newsletter with the Foundation. The next meeting is Wednesday, July 1 at 6:15 p.m

FOUNDATION REPORT

Beswick said the Foundation is currently doing a mid-year budget review. Plans are underway for a three part radio series as part of the Gallatin Valley Forum this fall. To date only 10% of the designated programming funds have been spent but noted that several big events are planned for the fall. Beswick wrote and received a \$1,500 grant from Humanities Montana for the Children's Festival of the Book. The Finance Committee plans to meet either June 19 or 20. There were 100 attendees for the Men's Health Fair on June 16, and Ted's Montana Grill grilled food for the event. There were between 250-300 women for the Women's Health Fair in May. The Monday night jazz series has been averaging 69 people per program. The Beim Foundation grant has enabled the "Exploring the Arts" series to expand its programming, which allows for the jazz series and others. The half-time programming position has been advertised, candidates interviewed, and the search narrowed to two applicants. Beswick is checking references on those candidates. The benches are being stained and treated though one is broken and will need to be fixed. The next step is to get the benches dedicated, especially the one in honor of Molly Pratt, former Assistant Director of the Library. Beswick is in the process of purchasing a stage for the Community Room and has found one at a decent price. There will be a One Book-One Bozeman program meeting soon. The two main speakers for the Children's Festival of the Book on September 19 are Chris Raschka and Paul Janeczko. Meister and Beswick will staff a table about the Library for the Bogert Farmer's Market on June 30.

DIRECTOR'S REPORT

Meister noted that the May statistical report showed a 4.81% increase in circulation along with a 65.79% increase in adult programs and a 67% increase in attendance. There is a 7.41% increase in door traffic. Website visits have increased 30.72%, and holds placed on materials are up nearly 19%. At 87.5% of the fiscal year completed, the Library has 15.8% left in its budget. The Summer Reading Program kickoff program entitled a Summer Carnival brought in hundreds of children this past Saturday, June 13. Three hundred summer reading program packets were already distributed before June 13. Substitute reference librarian Carmen Clark received her MLIS degree from Drexel University. Katie Biehl submitted her first order for downloadable audiobooks as part of the MontanaLibrary2Go Selection Committee. She will be attending a statewide meeting on this project on June 26 in Helena. She has also ordered a collection of Playaways, which are small preloaded players housed in a VHS-type case. They should be available in July for checkout. Terri Dood is helping to revise Montana's Interlibrary Sharing Protocol. Staff member Nancy Hatfield will be teaching an intermediate PowerPoint class on June 27 due to public demand. The City IT Department has replaced five circulation computers and five other staff computers. All of the Dell warranties have been extended for a total of four years in hopes of getting longer usage from them. Most of the public and staff computers now have Office 2007; Nancy Hatfield provided staff training on Office 2007 for staff, who are eligible to receive continuing education credit. Pam Henley has created new images for the public Internet computers, which will make it possible for the Library to easily restore the hard drives to their original state at any time. In compliance with the City IT Policy, all staff now must log into computers with a unique username and password. The Library

has some end-of-the-year money due to unexpended money in the personnel budget, and after consultation with City Finance Director Anna Rosenberry who gave her approval, Meister has been spending those funds on needed Library items such as painting the meeting room and study rooms, purchasing microphones and lectern lights, making the lobby door ADA accessible; purchasing outdoor tables and trash cans; purchasing sample stack lights for a demonstration area; purchasing more materials and two databases; replacing the locking system on the cabinets in the Montana Room; and buying other needed items. Simultaneously the supervisors are busy preparing annual performance evaluations. Valynda Holland started working in Technical and Circulation Services this week. She is employed through the HRDC youth program and will be working 30 hours a week. The annual Volunteer Brunch is June 23 at 8:30 a.m. at the Riverside Country Club. Alice Ridenour will be honored for her many years and hours of volunteering at the Library. On June 15 the Library had its highest number of visitors—1,947—with 2,895 items checked out. Meister attended a MSU Round Table on Extension Services on June 3 and the Gallatin County Libraries Long Range Planning Committee meeting on June 9 in Manhattan. The Manhattan Library will be joining the Montana Shared Catalog and the BridgerNet sharing group. The Library will be using Unique Management Services to recover materials instead of the City Attorney’s office, which should reduce the legal staff’s load. Meister also plans to attend the Great Falls Library Plaza dedication this Saturday where a Zak Zakovi arch will be dedicated in honor of Alma Jacobs, the first African American librarian in the state. An incident occurred when a man was taking pictures of babies at the Books & Babies program in the Community Room. When questioned, the man left the room. Police were called but the man was not found.

**ITEMS FOR DISCUSSION:
 FY2010 FINAL BUDGET;
 FY2010 HOLIDAY
 SCHEDULE; STRATEGIC
 PLAN**

Motion

Motion

Motion

The FY2010 budget in the amount of \$1,528,179 was discussed. This is a 4.9% increase over last year, primarily due to the \$134,000 allocated for the RFID equipment under capital outlay. The operating budget is down 9.2%, and the personnel budget is down 6%. McGuire moved to accept the FY2010 budget, Mathre seconded, and the motion passed 3-0. The Library’s FY2010 Holiday Schedule was presented showing 10 holidays and one floating holiday. Mathre moved to accept the FY2010 Holiday Schedule, McGuire seconded, and the motion passed 3-0. Chair Farmer brought up the Strategic Plan, which Meister felt needed some refining such as the steps under stack lighting as the Library was currently working on a lighting demonstration plan. Dissly wondered about swapping the Capital Improvements Project (CIP) RFID project for the stack lighting; Beswick felt the lighting would be a better sell for potential donors as they could visibly see the difference. The Foundation will be preparing its FY2010 budget in August. Mathre was concerned that only counties could pass a library levy, and Meister will check with City Attorney Greg Sullivan about that concern. Mathre moved to approve the 2009-2010 Strategic Objective Plan with updates and share it with the Foundation and Friends Boards, McGuire seconded, and the motion passed 3-0.

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

There were no reports.

PUBLIC COMMENT

There was none.

ADJOURNMENT

The meeting was adjourned at 4:59 p.m. The next regular Library Board meeting is scheduled for Wednesday, July 15, 2009 in the Library Board Room.

