

Bozeman Public Library Board of Trustees Regular Meeting
Bozeman Public Library—City Commission room, City Hall
Wednesday, June 17, 2020
Minutes

Attendance Board Chair John Gallagher; Trustees Ron Price, Ken Spencer, Jennifer Pawlak & Kelly Dowdell; Bozeman Public Library (BPL) Director Susan Gregory; Assistant Director Kit Stephenson, Administrative Assistant Lauranna Cossins, City Commissioner Terry Cunningham, City Attorney Greg Sullivan, & Friends President Dana Pepper.

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

Approval of the Minutes

Action Trustee Pawlak moved to approve the minutes from the May 20, 2020 meeting. Trustee Spencer seconded. No Discussion. The Board voted unanimously to approve the minutes.

Action/ Discussion

Library Board Chair Gallagher brought up whether to have a July Board meeting to discuss the Library Foundation RFP regarding Library expansion. Gregory stated that the document wouldn't be ready for review by the Library Foundation or the Library Board until later in August due to going through the standard review process in the City Attorney's office. After a brief discussion, Gallagher said that there will be no July Board meeting.

Reports

Correspondence Director Gregory shared the following patron comments:

A Library patron wrote a long note to the Director and asked that we please open the Library as soon as possible because she misses the books and smiling staff;

Gregory presented an article from Tracy Lesneski, Principal of MSR Design, titled "Sensory Library Design: Responding to a Pandemic's Impact on Built Environments" and noted that the pandemic has impacted what we would want in a building project;

Gregory received an email from Principal Erica Schnee regarding the Gallatin High School/Bozeman Public Library partnership. She congratulated us on getting the additional hours in the FY21 Library Budget to staff hours at the GHS Library in the final

June City Commission meeting. Gregory and Schnee will meet on July 2nd to plan implementation.

Director and Staff Reports

Director Gregory highlighted the Department Heads' current planned activities and upcoming programs. The Children's department is producing a virtual Children's Summer Reading Program this summer. The reading program will be online and any in-person programs will be staged outside on Library grounds to promote social distancing. The program will kick off this next week with a one-week, daily outdoors program. The Library will again be a site for the Summer Lunch Program. Children and anyone under 18 will be able to get a free sack lunch, Monday – Friday, outside of the north entrance, 12 – 1pm. Carmen Clark and the Adult Services & Outreach Department have a long list of activities planned for the month of July that also includes outside programming. They have created a lighthearted new walking program in Lindley Park that will be a “Gnome Hunt”; the hunt will use the search for gnomes as a means of getting people to exercise and enjoy the beauty of the park and its walking paths. The Circulation department is working diligently on perfecting the logistics of curbside delivery, which is offered every afternoon that the Library is open on the pandemic schedule.

Assistant Director Kit Stephenson stated she is working with vendor Lyngsoe's staff to get a firm date for the installation of the Automated Materials Handler; it is due to be installed in the Circulation Dept. the week of July 14th. One consideration is the use of the new sorter with quarantined books. Trustee Pawlak asked how long we plan to quarantine books. Kit stated at least through Phase 2 of the state and county's Recovery Plan. We will monitor the quarantine issue with national and local libraries, as well as with guidance from the health department. We are moving furniture around to allow for more space for our June 30th opening. We've been working with Melody Mileur, City Communication Director, about getting a press release out regarding our upcoming opening with limited hours and services. Discussion took place regarding what services will be available to the public. There was a question about whether we would be mandating masks at this time. Gregory stated not at this time, because there is no state or county mandate yet, but wearing masks will be highly encouraged. We have ordered face masks from our City Strategic Services Director and will have them available to give patrons. We are still working out all the details. Our e-resources are still being used heavily and we don't expect that to change in the future. Stephenson noted that we have added more money in this year's materials budget to cover more e-resource use and the purchase of new e-services.

Friends

President Dana Pepper stated that the Friends have started an online book store to continue raising money for the Library during the pandemic period. She said that the Friends have a pretty substantial bank account going into the pandemic so they hope the Library continues to utilize that and continues to submit requests.

Foundation

Director Janay Johnson reported in a written statement that the Labyrinth irrigation has been installed so we won't need to rely on the neighbors to water the young trees. Greenspace planted 6 new trees as replacements for several trees that died due to deer damage. David Kingman continues to do all the maintenance on the Labyrinth himself (mowing, weeding, and seeding). He would like to help the Library establish a volunteer group, the "Friends of the Labyrinth", to help with the maintenance duties. This could be managed as part of the Library's overall Volunteer Program once that is functioning again. David can recruit the volunteers.

The first two memorial butterflies have been installed on the large boulders at the Labyrinth entrance. All proceeds from these will fund maintenance and expansion of the healing garden, which includes the Labyrinth.

City of Bozeman Reports

Terry Cunningham, City Commission Library Liaison- Commissioner Cunningham said that he would like to express gratitude on behalf of the Commission to the Board of Trustees because they recognize this is a volunteer position and Trustees are taking time out of their crowded schedules to serve. He thanked the Library Director and all the Library staff for continued stellar work during this difficult time. He said, "You communicate and you innovate. Kudos to all for your creativity and leadership." New City Manager Jeff Mihelich is on board and Director Gregory gave him a tour of the Library recently. The City Budget is in the process of being reviewed by the City Commission and Commissioners hope to have it approved by the end of the month.

Board Chair Gallagher called an Executive Session for the Library Directors Evaluation at 4:24pm; all staff and visitors removed themselves from the room and the Library Board of Trustees convened in a closed session.

Adjournment The Board reconvened from Executive session. There being no further business, Board Chair Gallagher adjourned the meeting at 5:07 p.m.