

Bozeman Public Library Board of Trustees Regular Meeting
City Commission room, City Hall
Wednesday, Sept 16, 2020

Minutes

Attendance Board Chair John Gallagher; Trustees Ron Price, & Jennifer Pawlak; Bozeman Public Library (BPL) Director Susan Gregory; Assistant Director Kit Stephenson, Dept. Heads Lois Dissly, Brittany Dolezal & Cindy Christin, Administrative Assistant Lauranna Cossins, City Commissioner Terry Cunningham, City Manager Jeff Mihelich, Director of Strategic Services Jon Henderson, Foundation Director Janay Johnson, Friends President Dana Pepper.
Not Present: Trustees Ken Spencer & Kelly Dowdell

Call to Order Meeting was called to order by Board Chair Gallagher at 4:05pm.

Changes to the Agenda: City Report from City Manager Jeff Mihelich moved to the top of the agenda before Action/ Discussion

Approval of the Minutes

Action Trustee Pawlak moved to approve the minutes from the June 17, 2020 meeting. Trustee Price seconded. No Discussion. The Board voted unanimously to approve the minutes.

City Manager Jeff Mihelich introduced himself to the Library Trustees, BPL Foundation Director and the BPL Friends of the Library President. He congratulated the group for the outstanding Bozeman Public Library and shared that he is a lifelong public library supporter.

Action/ Discussion

1. FY2021 Holiday Schedule – Gregory
Director Gregory discussed the FY 2021 proposed holiday schedule in the Board packets. The major change is that the Library administration and staff usually plan the annual Staff Training Day, in which the Library is closed to the public, for Indigenous People’s Day in October. We made the decision not to schedule a Staff Day this fall due to the pandemic. We hope to be able to have Staff Day in the spring of 2021 but that will depend on the virus and our ability to have a group of 50 people in a confined space for training. We will come to the Library Board for approval of a different date for Staff Day in the future.

Action Trustee Pawlak moved to approve the FY 2021 Library Holiday schedule as presented, Trustee Price seconded. All in favor.

2. Agreement Phase 1, Bozeman Public Library Expansion – Henderson
Director of Strategic Services Jon Henderson gave an overview of Phase 1 of the Bozeman Public Library Expansion Agreement. This Agreement is between the Bozeman Public Library Board of Trustees, the City of Bozeman, and the Bozeman Public Library Foundation. The purpose of the document is to provide an understanding between the Board, the City, and the Foundation regarding the responsibilities of each party for planning, designing, financing, and construction of improvements to the Bozeman Public Library. The Project is pursuing a possible physical expansion of the current Bozeman Public Library (Library) to meet the Library's growing program needs and growing demand for publicly accessible meeting room space. In addition, the parties desire to investigate the feasibility of providing covered parking for the Bookmobile. The Foundation will provide funding for the costs and expenses of all phases of the Project and the City and Board will provide staff support including project management for all phases. The Process states all parties understand they will cooperate on developing plans and schedules for all phases of the Project. For Phase 1, the City's Strategic Services Director, the Library's Director, and the Foundation's Director will develop a mutually agreed upon list of actions and responsibilities.

Action Trustee Price moved to approve the Library Expansion Agreement Phase 1, Trustee Pawlak seconded. All in Favor

3. RFQ/RFP, Community Engagement/ Conceptual Design, BPL Expansion Project – Henderson
Director Henderson gave an overview of the process of using Requests for Qualifications and Proposals (RFQ/RFP). The City of Bozeman and the Bozeman Public Library Foundation are seeking proposals from qualified architectural and design firms to perform community engagement and conceptual design services (Phase 1) and potentially final design (Phase 2) and construction (Phase 3) services for improvements to the Bozeman Public Library. Upon completion of Phase 1, the City may, at its discretion and further subject to available funding, request additional professional services from the selected firm to complete final design and construction for the project. The scope of the project will be determined based on multiple factors including fundraising success, obtainable priority needs as identified in the conceptual design process, and the City's desire to continue with the selected consultant. The selection under this procurement action will be based on all scope of services outlined in Phase 1, notwithstanding Phase 2 or Phase 3 being potential additional services.

Action Trustee Pawlak moved to approve the submission of the RFQ/RFP as presented, Trustee Price seconded. All in favor.

3. Collection Development Policy – Gregory, Dissly
Director Gregory advised that this policy was brought to the Board back in February for review before it went to the City Attorney’s office for a second review; the pandemic and the Governor’s stay-at-home order halted the process. The policy is now ready for the Board’s vote. Trustee Price requested a wording change in paragraph 3; to say that the collection development plans are reviewed and updated periodically instead of yearly.

Action Trustee Price moved to adopt the Collection Development policy as written with change to paragraph 3, Trustee Pawlak seconded. All in favor

5. Part-time, non-represented staff pay - Gregory
Director Gregory stated the Human Resources department has not yet been able to provide the exact numbers for the non-represented part-time staff pay increases, but said that these staff will get a raise based on the pay increases received by other City staff; these will be retroactive to July 1st, 2020.

Action Trustee Pawlak moved to approve the raise for the part-time non-represented staff pay increase based on the negotiated represented staff’s annual pay increase, not to exceed represented staff increase. Trustee Price seconded. All in favor

Reports

Correspondence Director Gregory shared the following patron comments:

A mom emailed Gregory her child’s drawing to share with the staff and thanked the Library and the Children’s department for all they do, “from the craft bags to the Lindley Park gnome hunt.”

There were a few messages in the June correspondence from angry patrons wanting to know why we weren’t requiring people to wear masks in the building. Governor Bullock’s mask mandate has largely taken care of that issue. All people in the building are now required to wear masks and almost everyone complies.

Adult & Children’s summer reading report and program statistics were handed out.

Director and Staff Reports

Director Gregory discussed her Director’s report, which included an update on the upcoming expanded Library open hours. We will extend the public hours to 10 – 5 pm, and offer curbside service 5-6 pm. Staff in each department are pitching in to serve the customers and help with shelving and quarantine management. The Library banner

replacement project is moving forward; we currently have three submissions for new artwork for new banners on the front of the Library. The Gallatin High /BPL partnership is still moving forward and we are working on developing our needs, which will include computers, book carts, and popular adult fiction. The parking lot project is complete with exception of the striping, which is to be done at the end of the month.

Technical Services Department Head Lois Dissly- Dissly advised that the Library is getting a new phone App that will be hosted by the Montana Shared Catalog but will be unique to our Library, which should be up and running by the next Board meeting. We have received 3 Hot Spots and hope to get 38 more from the State Library for patron use, along with a few iPads and some Surface devices. The mobile Hot Spots currently check out for 14 days. The Library is going to participate in MSU's Homecoming shoe box parade. We are currently preprocessing most of our adult collection, meaning that the books are coming covered, stamped, tagged, and catalogued, so that they can go to the shelves faster. We are currently working on the Library inventory.

Circulation Department Head Brittany Dolezal- Dolezal stated the Automated Materials Handler (AMH) is up and running. There are two access points, one on the outside and one on the inside of the building in the lobby. We are hoping to have them available to the public when we extend our Library open hours. We are still quarantining materials.

Assistant Director Kit Stephenson- Stephenson repeated that we aren't having a Staff Day this fall or winter, but our hope is to plan a quarterly 2-hour staff training, likely via zoom, with a motivational speaker in the coming month. She said that we are getting Tutor.com again to assist students with school assignments by having online tutoring available remotely. This e-service is being paid for out of City funds. The Bookmobile is back on the road in a limited capacity.

Friends

President Dana Pepper stated that the Friends revenue is not where it usually is due to their inability to hold large book sales, but they have their new online bookstore bringing in funding. The Lindley Perk coffee shop is currently closed and not likely to open back up until the Library expands its hours. The Friends are still providing small grants to the Library but at the same time are prioritizing their current needs. A big priority is to keep their paid staff member, who is doing a lovely job.

City of Bozeman Reports

Terry Cunningham, City Commission Library Liaison- Commissioner Cunningham stated that the City has released two plans for public review, the Community Growth Plan and the Climate Action Plan. He thanked the Trustees on behalf of the City Commission for all that they do on the Library's behalf, especially during these unusual times.

Adjournment There being no further business, Board Chair Gallagher adjourned the meeting at 5:38 p.m.