

Bozeman Public Library Board of Trustees Regular Meeting
Bozeman Public Library—City Commission room, City Hall
Wednesday, Oct 21, 2020
Minutes

Attendance Board Chair John Gallagher; Trustees Ron Price, Ken Spencer, Kelly Dowdell & 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, Foundation Director Janay Johnson, & Friends President Dana Pepper.

Not Present:

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

Approval of the Minutes

Action Trustee Pawlak moved to approve the minutes from the Sept 16, 2020 meeting. Trustee Price seconded. No Discussion. The Board voted unanimously to approve the minutes.

Action/ Discussion

1. FY22 Library Depreciation Fund CIP - Gregory

Director Gregory stated this year's CIP indicates the rollover of the carpeting funds and leftover funds from last fiscal year and the inclusion of the anticipated \$4 million in donor funds for the Library expansion project. The Foundation, the Kendeda Fund and a third private donor are committed to funding this project. The amount is included here by the Finance Director as a placeholder. We have held off on beginning a carpeting/flooring project until we see how the expansion project affects it; there may be a new design that influences the type of flooring we would use to replace worn carpeting.

Action Trustee Pawlak moved to approve the **FY22 Library Depreciation Fund CIP** as presented, Trustee Dowdell seconded. All in favor.

Reports

Correspondence Director Gregory shared the following patron comments:

A patron requested that one of the Library's sewing machines be placed in the lobby computer services room for patron use.

A patron was concerned about losing her place in line and the return system

“The restricted hours are excessive compared to the rest of Bozeman businesses and services. Please open longer/returns every day.”

“You guys are doing a wonderful job. I wish you all well.”

“City must increase staff wages to living wages for all staff currently paid under \$15 an hour. Benefits should be provided for part-time staff- keeping people part-time to not pay benefits is immoral. LIBRARY STAFF are Fabulous!”

Director and Staff Reports

- **Director Gregory** discussed her report, which included an update on the Library Expansion Project to be funded by the Foundation. The project selection committee, which included two Library Trustees, two Library Foundation Board members, a Friends of the Library Board member, and staff from the Library and Foundation, received 12 submissions to review. These were from a mix of local and national architectural design firms. Finalists will be interviewed virtually in November. Gregory explained the new expanded COVID hours: We have extended our public hours from 10am-1pm to 10am–5pm, Tuesdays through Saturdays, with Curbside service available Tuesday – Friday, 5 pm – 6 pm. This gives our patrons more time to come pick up materials, browse materials on the first floor or use a public computer. We’re still in Phase 2 of the Reopening Plan from the Governor’s office and the City-County Health Department. The second floor remains closed, the number of people in the Library at one time is monitored and social distancing and masks are required. We’re keeping an eye on the daily virus numbers, which are rising. Our goal is to keep these current hours until Phase 3 unless there are new administrative orders from the Health Department, City Manager or Governor due to dangerously high numbers, or we have a situation that demands staff quarantine. The Gallatin High/BPL partnership is still planned. We will not be sharing the Gallatin High School Library until January, 2021, when the high school students go back to a daily, in-person form of instruction. The Automated Materials Handler (AMH) is operating and taking all returns. Gregory is serving on a committee to address the needs of homeless and transient people in the downtown area that is made up of Main Street business owners, Bozeman Police Department representatives and staff from the Downton Business Partnership. A local artist has been chosen to design the new Library Banners, which will replace the worn banners currently up on the front of the building. Installation of the new banners will be before Thanksgiving. *SymBozium: Water in the West* was held virtually Oct 20th and was attended by 135 enthusiastic, vocal participants and a panel of local experts on the topic.
- **Technical Services Department Head Lois Dissly**- Dissly stated that we have gone back to 14 and 28 day circulation check out periods in order to shorten long holds queues and diminish the need to purchase multiple copies of popular titles. The City Manager has provided an Administrative order to allow volunteers back in the Library to help staff. Miranda Hoffman, our Volunteer Coordinator, has updated wellness protocols for

the volunteers to follow. The Library is beginning a pilot program to circulate Chromebooks and hotspot combos for patrons to check out for 14 days.

Adult Services and Outreach Department Head Carmen Clark- Clark stated that with the suspension of in-person programming, the Library staff have tried to find other ways of interacting with the community. Her department has created kits for people to use at home in individual bags. They are offering a “Spice up your fall” series of bags, monthly craft bags, and interactive movie bags. The Bookmobile is operating for hold deliveries and returns only.

Assistant Director Kit Stephenson- This month’s SymBozium virtual program was a huge success. It was recorded and will be posted on the Library’s website. She attended the Montana Library Association (MLA) Board meeting on Monday. The Board voted to produce and hold the spring MLA Annual Conference virtually.

Foundation

Director Janay Johnson- The Stay at Home and Read a Book Ball was a success. The Foundation raised \$30,000 from private donors to this virtual event after expenses. The Foundation was presented this month with a challenge grant from a family foundation that they were able to match immediately due to generous local donors; the Foundation has used these funds to purchase an additional 34 hotspots with about 18 months of service for Library patrons to check out. The Foundation is very interested in bridging the digital gap by being able to provide home internet services in this manner for Library patrons who do not have the technology at home.

City of Bozeman Reports

Terry Cunningham, City Commission Library Liaison- Commissioner Cunningham stated that we are living in interesting times. He thanked the Library Trustees and the Library staff for “rolling with the punches with no rule book” and congratulated the Library staff for their leadership and creativity. The Community Growth Plan and the Community Climate Plan were discussed last night in the City Commission meeting. City leaders and staff are hosting a ribbon cutting for the renovated Anderson Pavilion in Bogert Park this week. The City is very grateful to the Marcia Anderson Foundation for its generous gift that enabled the pavilion to be renovated after severe damage from a heavy snowstorm.

Adjournment There being no further business, Board Chair Gallagher adjourned the meeting at 4:55 p.m.