

**Bozeman Public Library
Board of Trustees Meeting
Wednesday, January 17, 2024
Cottonwood Room
Minutes**

Attendance Trustees Stewart Mohr, Pam Henley, Jennifer Pawlak, Ken Spencer, & Mike Redburn; Bozeman Public Library (BPL) Director Susan Gregory; Assistant Library Director Kit Stephenson; Administrative Assistant Lauranna Cossins, Department Head Carmen Clark, Corey Sloan, & Sarah Widger; Foundation President Tom Stonecipher, Friends Representative Brittany Eilers, & HR Director Cassandra Tozer

Not Present: City Commissioner Terry Cunningham

Call to Order Meeting was called to order by Board Chair Stewart Mohr at 4 pm.

Public Comment – Please state your name and address in an audible tone of voice for the record. This is the time for individuals to comment on matters falling within the purview of the Committee. There will also be an opportunity in conjunction with each action item for comments pertaining to that item. **Please limit your comments to three minutes**

Approval of the Minutes

Action Trustee Spencer moved to approve the minutes as amended from the November 15, 2023, meeting. Trustee Pawlak seconded. There was no further discussion. The Board voted unanimously to approve the minutes.

Action/ Discussion

- 1. Board reaffirmation of Master’s Degree in Library Science requirement for Bozeman Public Library Director Position – Tozer, City HR Director**

Director Tozer stated that currently the Bozeman Public Library Director job specification requires that a Master’s degree in library science, information science, or a closely related field is required for the position. In addition to that, extensive public library organization and management experience is required. Those are the two requirements for the position. There is little to no flexibility with those requirements as it is currently written. The amount of experience required typically correlates to 7 to 10 years professional experience. The City also has several

other Director positions that require Master's degrees. Not all the Director positions within the City require Master's degrees. Tozer said that the City Manager, Community Development and Finance Director positions do require a Master's degree. Board Chair Mohr asked the Library Trustees if they feel that the Master's in Library Science requirement is an accurate description of the professional education that they would like for the Bozeman Public Library Director to have. The Board discussed the current wording and requirements for the City of Bozeman Public Library Director position. The Library Trustees would like to reaffirm for the State Library that the Bozeman Public Library Board believes that a Masters in Library Science is necessary for the Bozeman Library Director position. After discussion, the Board decided to remove the closely related field statement from the job description.

Action: Trustee Spencer moved that the Board reaffirm the Master's degree in Library Science requirement for the Bozeman Public Library Director position and remove the existing "closely related field" clause. Trustee Pawlak seconded. All voted in favor. The motion passed.

2. Workbench Policy – Board approval requested – Gregory, Stephenson

The draft Workbench Policy was provided to the Board for discussion and approval. The Work Bench is one of the two new Creative Labs. The Library worked closely with the City Attorney's office to create the draft. The Board listened to the request from Library staff who oversee the Creative Labs to remove the restriction that would prohibit the creation of toy look-alike or imitation weapons. Department Head Sloan explained that many of the patrons who use the 3-D printer are members of groups that do costumed role play events, like Star Wars or Medieval games, and these patrons create plastic replications of swords and cartoon weapons. There is still a restriction against weapons that are readily capable of causing death or serious bodily injury or that are unsafe, harmful, dangerous, or pose a threat to people or property.

Action: Trustee Pawlak moved to approve the Work Bench Policy with the removal of the proposed restriction against creating toy look-alike or imitation weapons. Trustee Henley seconded. All voted in favor. The motion passed to approve the Policy as written with the removal of the restriction.

Reports

Correspondence – Gregory provided written correspondence to the Board prior to the meeting. Some highlights were:

A patron provided a copy of their apartment newsletter in which they had written a piece about the Bozeman Public Library being a storehouse of knowledge.

A patron asked that the Library please provide free food for the homeless. We provide this service in our "Food Pantry" located on the first floor with the help of the Gallatin Food Bank.

Several patrons asked that we bring back the free magazine shelf. This magazine exchange is now back up and running and located in the first floor Gallery in a new shelf.

Trustee Mohr stated that he received some correspondence from the State Library and wanted to acknowledge Trustee Pam Henley and Library Director Susan Gregory for completing the work to receive their Montana State Library certifications. Library staff Monika Wigert, Hilary Woodard & Carmen Clark have also been certified by the State Library in the last few months.

Directors Report- Director Gregory provided to the Board prior to meeting.

Department Heads' Highlights – Department reports were provided to the Board prior to the meeting.

City Commission Library Liaison Terry Cunningham- not present, no report provided.

Library Foundation - Foundation President Tom Stonecipher reported that the Foundation's year-end fundraising campaign total doubled from the amount of donations received in the previous year. He said that he believes that this is due to the Library renovation and the excellent work that Library staff all do.

Friends of the Bozeman Public Library- Friends Representative Brittany Eilers reported that things are picking up from the pandemic and the Friends are making good progress in a number of areas. They are preparing for their annual membership meeting which will take place in the Library Community Room on February 6th at 5:00 PM. They will be talking about programming for the coming year, vote on new Board members and elect new officers. There are currently 254 members in the Friends of the Bozeman Public Library. Membership is not quite as high as it was at the height of the pandemic but it's continuing to grow. The ability to have book sales in which they can offer a Friday night preview sale for Friends' members has definitely done wonders for incentivizing people to join the Friends. They are in the process of setting the calendar for book sales for this year and hope to have three different ones. Last year, the Friends did award two grants to the Library in which they supported projects like the Most Wanted collections and book club kits.

The Friends are tracking their volunteer hours more closely and report that there will probably be well over 2000 hours in service for the last year. Eilers also noted that the Friends also provide free books to various organizations like Bozeman Health and the Gallatin County Detention Center.

Board Training: 2023 Annual City Ethics Training - Gregory

Library staff and guests left the meeting and Director Gregory led the Trustees through the 2023 City of Bozeman Ethics Training for Boards. This was conducted in the January meeting due to the Board not meeting in December, 2023.

Adjournment There being no further business, Chair Stewart Mohr adjourned the meeting at 5:55 p.m.