

**Bozeman Public Library
Board of Trustees Meeting
Wednesday, February 21, 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 Heads Carmen Clark, Corey Sloan, & Sarah Widger; Foundation Director Janay Johnson, Foundation Operations Manager Andrea Kavert; Friends President Marilyn Kennelly

Not Present: City Commission liaison Jennifer Madgic

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

Public Comment – No Public Comment

Approval of the Minutes- January 17th, 2024, Library Board minutes approval postponed until the March 20th Library Board meeting.

Action/ Discussion

2024 – 2025 Strategic Plan- Gregory provided the final print copy of the Bozeman Public Library Strategic Plan for 2024-2025 to the Board and meeting attendees. The Library Board reviewed the Plan and approved it at the June, 2023 Board meeting. Gregory and Stephenson also referred to the internal Work Plan created by Library staff.

Gregory reviewed the process that the Library used to create the updated Plan. Library administration contracted with leadership and strategic planning consultant Ned Cooney, Big Fork, MT, to facilitate six planning sessions in 2023 with a group made up of the Library Board Chair Stew Mohr, Trustee Jennifer Pawlak, Friends of the Library representative Marilyn Kennelly, Library Foundation Director Janay Johnson, Director Gregory, Assistant Director Kit Stephenson, and Department Heads Sloan, Clark, Newell and Widger.

Public input was incorporated from the two public surveys conducted for 1) the Library renovation project and 2) the Library Foundation survey conducted for the proposed community center/expansion of Library services. Library Staff input came from the 2023 Annual Staff Day focus groups and was incorporated into the internal Work Plan, which was created in Fall, 2023.

The Plan's four goals are:

- Provide access and connection
- Cultivate an inviting and inclusive Library
- Create space and place
- Serve a dynamic community

Gregory highlighted several of the strategies for each goal. We plan to expand mobile services and increase publicity of Library services; provide balanced collections and uphold the Freedom to Read; continue planning for a west Bozeman Public Library presence and lay the groundwork for a growing Library system; and continue to provide excellent continuing education for Library staff in order to maintain excellent customer services. Library staff will continue to attend available online CE offerings and both state and national library conference attendance will be encouraged.

The Board discussed different ideas on how to periodically review the status of the work being done to meet the Strategic Plan goals.

Meeting Room Policy– The updated policy was provided to the Trustees prior to the meeting. It was discussed and approval was postponed until the March 20th, 2024 Library Board meeting.

Staff Safety Training Day- Gregory reported on the upcoming All Staff Training Day, Wednesday February 28, 2024. Dr. Kelly Knight, MSU, will conduct training on secondary trauma in the workplace in the morning and Fire Inspector Travis Hansen will work with the staff in the afternoon on fire safety and a review of the 27 fire extinguisher locations in the building, the sprinkler system and how to devise an evacuation plan for all.

Reports

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

Somebody commented that a library in Nebraska has a great program where you can check out a backpack with a telescope and astrology book. They would love to see something like that here.

Somebody was happy with the Workbench lab and said it would be great if we had a long arm quilting machine.

A patron said that our library is nice, but stated there used to be a magazine and book sharing shelf in the entry they would like to see come back. (The magazine sharing service has been returned to the lobby.)

A patron asked us to get a drafting table/ light table to use for drawing and tracing.

Several comments were received in the Youth Services department that contained book recommendations.

Directors Report- Director Gregory provided her report to the Library Board prior to the meeting. Highlights included a thank you to all that attended the Library renovation reopening on February 2nd and thanks to those staff who worked hard to create the event. Gregory shared that the proposed West Side community center project is on indefinite hold.

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

City Commission Library Liaison New Liaison Jennifer Madgic was unable to attend due to a prior commitment so no report was provided.

Library Foundation - Foundation Director Johnson introduced the new Foundation Operations Manager, Andrea Kavert. Johnson shared the fun news that the theme for this year's Library Gala in September will be "DISCOOver your library" with an emphasis on "disco." Start planning your costumes now!

Janay provided a printout of the Foundation funding they have planned for the Library this year. One highlight is the \$35,000 commitment to replace the lighting in the building with LED lighting that wasn't replaced during the renovation. This will include the Children's department, which is good news.

Friends of the Bozeman Public Library (FOL) - Friends President Marilyn Kennelly informed the Trustees of changes to the Executive Committee officers' roster at their February meeting. The Friends continue to slowly rebuild financially from the pandemic losses. The Friends membership is currently 259 members. The group held three book sales last year. Two of them were held at the Gallatin County Fairgrounds, which was expensive, but the new location introduced the used book sale to a lot of people who had no idea about it. Sales amounted to \$45,000. Kennelly thanked the hardworking volunteers who donated a total of 1200 plus volunteer hours to sort donated books and conduct the sales.

Board Training: "Improving Communication" training was conducted by Library Trustee Pam Henley. This is the second of three required annual continuing education trainings for public library board members in Montana.

Adjournment There being no further business, Chair Stewart Mohr adjourned the meeting at 5:45 p.m.

The next Library Board meeting will be on March 20th, 2024, at 4 pm in the Library's Cottonwood Room.