

**Bozeman Public Library Board of Trustees Regular Meeting**  
**Bozeman Public Library—Board Room**  
**Wednesday, August 17<sup>th</sup>, 2016**  
**Minutes**

**Attendance** Board Chair Judy Mathre; Trustees Jennifer Pawlak, Ron Price, Ken Spencer; Bozeman Public Library (BPL) Director Susan Gregory; BPL Department Heads Kit Stephenson, Lois Dissly; Library staff Lauranna Cossins; Library Foundation Director Paula Beswick; City Commissioner and Library Liaison I-Ho Pomeroy; Assistant City Manager Chuck Winn.

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

**Approval of the Minutes** Trustee Pawlak moved to approve the minutes from the July 20th, 2016 Board meeting. Trustee Price seconded. The Board voted unanimously to approve the minutes.

**Parking Lot** Chuck Winn spoke about the Library parking lot improvement plan. He advised the Library to hire an engineering firm to do an analysis for the project. There are certain things that the traffic study that the Western Transportation Institute put together did not take into account, such as asbestos outside Library grounds, and the fact that the dog bone structures in the parking lot are designed to collect storm water. These will require more engineering. Winn said that engineering costs usually run about 10-15% of the total project cost. He pointed out that the Library could hire a firm to engineer the whole project, and then bid out the project in pieces as the budget permits. Winn answered questions from the Board: the City engineering department is probably too busy to take this on, and the construction for this project could be bundled with other City projects. Trustee Pawlak asked if the Library can add more disabled parking spots before proceeding with the rest of the improvements. Winn and the Board discussed the ADA complaint about parking spaces, and Gregory said that the allocation of more ADA-compliant spaces is on Facilities Superintendent Mike Gray's to-do list. Winn said that construction could likely take place next year.

**Meeting Room Policy** Susan Gregory opened a discussion about updating the policies surrounding use of the Library's public meeting rooms. Staff have been looking at other libraries' policies and discussing the issues that need to be addressed at BPL. Lois Dissly said that many patrons and groups have been requesting to use other places in the Library, such as the lobby, sidewalk, and grounds, and there are no guidelines governing the use of these areas. The large demand for both of the public meeting rooms raises questions of what types of groups should be allowed to reserve the rooms, and for what purposes. BPL currently prohibits commercial activity and does not charge for the use of any of its spaces, but the Library does not explicitly state what commercial activity entails in its current policy. The Board discussed the

different types of groups that use the meeting rooms, and the implications of charging for their use. The Board agrees with the Library administration that charging for the use of meeting rooms should be avoided in order to provide equal access to people. Gregory said that the staff will work on a draft for an updated policy, ask the City Attorney's staff to review it and then bring it before the Board.

**Correspondence** Susan Gregory shared correspondence from the community. A patron requested hand sanitizer at computer stations. A visitor from out of town said it was the best library she had ever visited. Someone suggested that fines be waived for Library staff. A few patrons registered their unhappiness with the new fiction arrangement, with the main complaint being that it is no longer easy to browse within genres. Gregory said that she and the Department Heads understand and are working on new, more easily accessible book displays and signage to address this concern. A patron wanted a book return at Rosauer's. The Board discussed the logistics of this and the fact that there is currently no Library delivery service. The bookmobile may be of use in this regard when it is in service next spring. Another patron shared a piece written by Neil Gaiman about the importance of public libraries and said that she felt fortunate to have a wonderful public library in Bozeman for her use. Someone wrote to let the Library know that the parking lot was packed during Sweet Pea and that the Library needs to work to avoid this happening during next year's Festival.

**Director's Report** Susan Gregory reported that the Library's new logo will be revealed soon – the plan had been to reveal it to staff on Staff Day October 10<sup>th</sup>, but it was time to order new library cards which would need the new logo, so the date has been moved up. Gregory said she will meet tomorrow with the patron who needs an accommodation for their narcolepsy. The City Attorney said that the Library will need to provide some sort of accommodation within reason such as bench seating. Gregory spoke about the Library budget, and the history of the Library's depreciation fund, which is used for capital expenses. She explained that several years ago the City, due to software errors, inadvertently budgeted full-time salaries for the Library's part-time positions, so for a while there was a large end-of-fiscal-year surplus in the Library's budget. The City Commissioners voted at that time to establish a depreciation fund for the Library, which is allowed under state law and is to be used for capital expenses. The amount of surplus deposited in the fund at the end of the fiscal year is now much less due to accurate records and tight budgeting, hence the fund will grow more slowly in the future. Trustee Pawlak asked if there was a way the Board could get an update on the depreciation fund more than once per year; Gregory suggested that the status of the fund could be included in the Director's Report. Gregory noted that there are new Library Board members, and asked if the Board would be interested in participating in a board orientation conducted by Montana State Library consultants. The Board indicated that they would like to do so when possible.

**Staff Reports** Lois Dissly reported that the Library had purchased library-branded mints to distribute at Montana State University's welcome-back event, Catapalooza, August 25<sup>th</sup> – 26<sup>th</sup>. She said that the Library has started using SirsiDynix for ordering materials, instead of doing bookkeeping manually, and that Lauranna Cossins is working out the kinks in this process. Dissly said that she has gotten the paperwork ready for Ingram to start processing adult fiction. Ingram will handle spine labels, barcoding, tagging and cataloging, and they will not apply genre stickers (nor will the Library) at this time.

**Foundation** Library Foundation Director Paula Beswick reported that the annual Heeb's Grocery barbeque is on Friday. Lunch will cost \$5 and all proceeds go to the Library. She passed around finalized plans for the bookmobile, which might be delivered before the holidays. The Foundation sent out an appeal letter to about 13,000 people, and is already receiving donations for the bookmobile endowment. She spoke about the upcoming One Book One Bozeman events in September, including Wes Moore's speaking engagement at Bozeman Public Library on September 1<sup>st</sup>, a two-day fair at Bozeman High highlighting jobs and volunteer opportunities in public service, and a Wonderlust program about at-risk youth. The last Jazz and More of the season took place on Monday night with Taiko drumming. The summer music series has three more performances: August 24<sup>th</sup> and 28<sup>th</sup>, and September 18<sup>th</sup>. Interchange, a community forum on a variety of social issues, is September 8<sup>th</sup> and 9<sup>th</sup>, and this year's Outside the Lines program may include a home brewing demonstration and/or brewery bike tour.

**Adjournment** There being no further business, Board Chair Mathre adjourned the meeting at 6pm.