

**Bozeman Public Library Board of Trustees Regular Meeting  
Library Board/Staff Conference Room  
Bozeman Public Library  
Wednesday, January 18, 2012  
4:00 p.m.**

**AGENDA  
REVISED**

1. Call to Order
2. Minutes of the December 21, 2011 Board Meeting
3. Correspondence
4. Friends of the Library Report
5. Foundation Report
6. Director's Report
7. Items for Discussion/Action:
  - a. Update on Library Staff Day
  - b. Budget, FY2013: Timeline
  - c. **Approval of contract for architectural services for the hail damage to roof of the Bozeman Public Library**
8. Board Members and City Reports
  - a. Report from Mayor Sean Becker
  - b. Report from City Manager Chris Kukulski
9. Public Comment
10. Adjournment

**Library Board meetings are open to all members of the public. If you have a disability that requires assistance, please contact our ADA coordinator, Pam Henley, at 582-2400.**

**Bozeman Public Library Board of Trustees Regular Meeting**  
**Library Board/Staff Conference Room**  
**Bozeman Public Library**  
**Wednesday, December 21, 2011, 4 p.m.**  
**Minutes**

- Attendance** Present: Trustees: Chairman, Ron Farmer; Jacki McGuire; Judy Mathre; Holly Brown; Jennifer Pawlak; John Gallagher, Friends of the Bozeman Public Library; Lois Dissly and Terri Dood, Bozeman Public Library Department Heads, and Susan Gregory, BPL Director.
- Call to Order** The meeting was called to order at 4:06 by Chairman Farmer. The Chairman welcomed new Board member, Jennifer Pawlak.
- Approval of Minutes** Judy moved to approve the minutes of the November 16, 2011, meeting. Holly seconded the motion. The minutes were approved.
- Correspondence** A customer reported that the elevator doors are squeaking and that maintenance should be informed. A customer requested that the Library provide "dog parking" outside of the Library. An irrigation hose was reported sticking up out of the ground on the west entrance to the Library; it was requested that maintenance repair it as soon as possible because it posed a hazard. A gentleman requested that the Library categorize the books on tape by readers. More educational DVDs, such as PBS children's programs, are needed. A customer asked that the Library move interlibrary loan items back downstairs with the other holds so that a trip upstairs is not necessary. It was requested that the Library put the call number on the first screen of the catalog so that the customers don't have to go through further steps to find it. The Library Board of Trustees received a written request from a customer with small children for library staff and City of Bozeman employees to refrain from parking in the spaces next to the sidewalk on the east side of the lot. This would leave these spaces for parents with strollers who need to access the sidewalk.
- No incidents were reported.
- Friends Report** John Gallagher, President, Friends of the Bozeman Public Library, reported that the recent book sale was successful and cleared \$10,000 but that the amount earned was a slight decline from past sales. Book store sales are lower as well: they have declined from a monthly figure of \$1000-\$1500 to about \$500. The Friends are selling leftover books to Better World Books and hope that this will be profitable. The FOL Lease Subcommittee is working with a local attorney on a new lease for the Lindley Perk coffee shop. The committee asked that Ron approve the final lease as Chairman of the Trustees; Ron said that he could do so. John noted that there is no Memo of Understanding between the Friends of the Library, the City of Bozeman and the Board of Trustees regarding the coffee shop. He would like to have one created this year. Holly said that the City would need to be involved and approve such a memorandum. The Friends of the Library and the lessee of the coffee

shop both have insurance but the concern is that neither the Trustees nor the City are mentioned in the Friends' insurance documents.

## **Foundation Report**

Susan gave the BPL Foundation report prepared by Paula Beswick, in Paula's absence. The Christmas Stroll was a huge success, with 1195 people in attendance. Thanks are due the Board, Susan Gregory, Lois Dissly and the Boy Scouts. The Art Opening Reception for the Weavers Guild was very well attended and many of their exhibited pieces were sold. The Foundation has received the Downtown TIF Planning Assistance grant that they applied for; Rob Pertzborn will begin the project soon; completed findings will be shared with the Library Trustees for their use in early 2012. The 2012 Budget was approved with a few additions from 2011: \$1,000 for computer programming classes administered by the Library; \$1000 staff/volunteer appreciation; money for both Library Staff Development (including Staff Day) and for a new MLIS scholarship which will be given by the Foundation to Library staff pursuing their graduate education in library science. Susan and Paula have met to draft an initial agenda for the Boards Retreat, potentially on February 10, 2012. This will be an afternoon/evening meeting with dinner for strategic planning for the Bozeman Public Library Board of Trustees, Friends of the Library and Foundation. Planning for the Annual Cornerstone Award, given at the Foundation gala in April, will begin with a January 4<sup>th</sup> meeting. The 2012 January-May *Exploring the Arts* programs are nearly booked, Kelly Roberti is scheduled for Jazz & More, and two out of three of the Day on the Green Summer Concerts are booked.

## **Directors Report**

Susan reported that 66.47% of the FY2012 budget remains, with 50% of the fiscal year remaining. She discussed the November 2011 statistics and noted that interlibrary loan transactions are down by almost 19% but that meeting room attendance is up by 55% and website visits have increased by 52%. Susan shared with the Board that she and Lois had talked to the Broadband Technology Opportunity Program grant coordinator about the benefits of pursuing the special E-rate for our broadband connection. The issue is how to increase our broadband access in the most cost-effective way possible. One consideration is that we would need to filter access to the Internet in order to be eligible for the discounted rates. Holly asked Lois and Susan to get a written price statement so that the Board can see what the costs for different speeds are. Susan brought up that she would like to begin an Annual Staff Day for staff development and training, similar to those held by other libraries. She said that she would consult with the City of Bozeman Human Resources Director about how to have an all-day staff event, which would essentially be a work day for library staff, yet the library would be closed to the public. She said that there was no action needed by the Board at this time but that she wanted to bring the idea up and start the conversation. Jennifer said that she was familiar with this sort of staff enrichment event and that she was in favor of the idea because it could be "invigorating and inspiring for staff." Susan agreed to explore the idea further with the five Staff Day committee members, made up of library staff who volunteered to be on the committee.

**Board Member and  
City Reports**

Board members had no special reports; no City staff members were in attendance due to being out of town for the holidays.

**Adjournment**

Jackie moved to adjourn the meeting and Judy seconded the motion. The meeting was adjourned at 5:10 p.m.