

Billings Public Library
November 9, 2017
12:00 pm

MINUTES

Present: Chair Stella Fong, Sue Bach, David Darby, Shanna Singleton-Deitsch, Cheryle Fisher, Bill Lamdin, Jennifer Quinn (via phone), Roger Young, Gavin Woltjer, Library Director; Tori Koch, Assistant Library Director; Mary Murphrey, Library and Facility Coordinator. Guests: Leslie Modrow, Library Foundation; P.J. Smith, Yellowstone Genealogy Forum; Shari Nault, High Plains Book Awards.

Public Comment

No public comment

Chair's comments

No comment.

Consent Agenda

MOTION: Approve the consent agenda.

Approved

Fisher/Bach

Board Retreat

Fong asked for input from the Board regarding items they would like to address at the upcoming retreat.

- Fisher noted that she would like an update on what has happened the past year and discussion on what we want in the future.
- Bach added that she would like the future focus to include some background information.
- Darby suggested that:
 - The focus should identify the situation.
 - We should identify what is and what is not working.
 - A review of the draft of the Strategic Plan be presented.
 - A brainstorm session be held.
- Young noted that the steps needed to accomplish the mission/goal need to be identified.

Woltjer asked the Board to develop an itinerary and he would fill in the blanks.

Fong asked the Board to email her ideas and/or concerns they would like to see addressed at the retreat. She also asked that they include days and times in January or March that would work for them.

Gavin noted that March would be the best option to allow him sufficient time to gather strategic plan input from the staff and public.

Friday Programming

Woltjer reported that the Friday night programs have been a great success and that the average attendance has been 32 individuals.

Woltjer discussed the new Library Liaison Program noting that Librarians have been assigned to schools and are responsible for:

- Sending out email notifications of upcoming programs, etc.
- School outreach.
- Educating the teachers on the availability of the science crates.
- Sharing on-line resources.

Woltjer discussed more outreach to the County noting that he has been working towards a partnership with the Huntley Museum.

State of the Library

a. Departments –

Woltjer noted that:

- He would like to create a formal annual report which he will deliver to the Board at the end of the calendar year.
- He would like to start a child donation program which will honor children who donate to the Library by placing a name plate with their name on it in a book.
- He would like to start a “Project Shady” program where donations will go into an account to pay children’s fines.
- He would like to see a large focus on a workforce of economic development for the community. He asked for suggestions on who the Library should partner with.

Koch noted that:

- Two staff members presented at the Montana Education Association Conference about collaboration between the schools and the Library. She reported that they came back with good information to share with staff.
- The Library have been receiving requests for staff to go out to the elementary schools for Library card sign-ups.
- She met with HRDC and hopes to form a partnership with them.
- She has been working with staff on providing better customer service.

Murphrey noted that:

- She went out with Senior Outreach Librarian Kelsie Rubich which served to re-enforce the valuable service that outreach provides to those in senior residential facilities, as well as the home delivery program (which includes homebound patrons, group homes and smaller senior residential facilities).
- The senior programming provided by Rubich includes group classes in the computer lab, one-on-one tech. tutoring and book club groups.
- Amy Fugate, the Library Acquisitions Technician is doing a great job working with staff to incorporate the materials budget cuts made due to loss of State funding.

- The Library maintenance staff continue to do a great job in keeping the facility clean and dealing with building related operational issues.
- b. Upcoming 2018 events**
Woltjer touched on the upcoming 2018 events. He discussed his vision for the Library in the next ten years.
- c. Financial Literacy 2018 theme**
Woltjer noted that the 2018 theme will be Financial Literacy.

Foundation Report

Modrow reported that:

- The Library Foundation retreat was held the end of September.
- A Donor Reception was held in October which resulted in a \$1,900 donation to pay for the new conveyor belt motor.
- Judy Woodruff will be a featured speaker for the Royal Johnson Forum on Monday, April 23 to be held at the Library.
- She continues the "Lunch at the Library" outreach.
- They are gearing up for the annual appeal.

Friends of the Library

Bach reported that:

- The October book sale was a great success, raising \$9,000 in two days.
- The FOL will have a table at the upcoming Food Politics panel discussion. They will be selling cookbooks for donations.
- They will be going to Beartooth School in December for the "Give Every Child a Book" program.
- They will be holding a "pop-up" book sale in the Book Nook on Saturday, December 16.

High Plains Book Awards

Nault noted that:

- They had another good year.
- The dinner reception was well attended even though only six writers were able to attend.
- There was a new category, "Indigenous Writer", underwritten by the MSU Library.
- This was the first year hosting the opening reception at the Library.
- They are now a 501C3.

Genealogy Report

Smith reported that:

- From August through October there were eighty visitations to the Genealogy Room, 104 volunteer hours and nineteen books added.
- She helped teach the noon time genealogy classes.
- A Genealogy Conference was held in Billings in September.

Adjourned at 1:07 p.m.