

## Billings Public Library Board Meeting

June 11, 2020  
12:00 p.m.

### **Board and City staff present:**

Cheryle Fisher, Chairperson	Peggy McSweyn, Vice Chair	Sue Bach
Lloyd Mickelson	Stella Fong	Andrea Horrell
Jennifer Quinn	Roger Young	Gavin Woltjer, Library Director
Kathy Robins, Information Systems Coordinator	Jamie Ogger, Library and Facility Coordinator	

## Not Present:

## Guests:

Clare Young, Friends of the Library    Leslie Modrow, Library Foundation

## Public Comment

None

## Chair's Comments

- Chairperson Fisher gave the floor to Leslie Modrow, with the Library Foundation, to speak. Modrow told the Board the annual Food for Thought was cancelled due to the COVID outbreak. Instead, Revenant author Michael Punk provided a webinar. Modrow said the Foundation will continue to assist the library with their contribution of \$55,000. Modrow told the committee the Foundation's annual contribution to the library is \$55,000 and there will be an additional \$18,500 donated for naming opportunities. Also, an additional \$500 was donated specifically for sanitation and cleaning supplies.
- Chairperson Fisher told the Board she has been appointed to serve another term after her current term expires on June 30, 2020.

## Consent Agenda

Motion to approve the May minutes as corrected to add Clare Young in attendance. Motion approved.  
Horrell/McSweyn

## BPL Update

## Kathy Robins, Systems Technology:

Robins updated the Board on the Systems goals she provided at the meeting last month.

- 82 years of minutes have been scanned and added to the City archives.

- Social media followers and connections with patrons continue to increase, including Facebook, Twitter, Instagram, Pinterest, and You Tube. You Tube views increased twenty times between April and May.
- The Tech Lab continues to print 3D masks for area hospitals.

Other projects Systems is working on are:

- Developing ways to use statistics to determine trends and community interest in library services.
- Enhancing content on the Montana Memory Project. Page views increased from an average of 3,800 to 5,000 in April and 8,000 in May.

### **Hannah Stewart, Circulation and Reference:**

- Curbside pickup has increased successfully every week. There is an average of 400 items requested daily and the number of pickups was over 100 the previous week. Almost every patron has expressed their gratitude for the service and the Circulation team is doing an amazing job providing it.
- The entire collection sanitization is continuing to be completed by July 1.
- The Children's team is adapting the Summer Reading program to almost entirely virtual:
  - Online programs, challenges, and activities are provided daily.
  - Make and Take crafts can be picked up through curbside.
  - Summer Reading prizes will be available at curbside as well.
- The Reference team is also adapting Summer Reading to online this year.
  - Weekly videos to inform and entertain patrons at home.
  - Excellent knitting and fiber series.
  - Fandom videos, including costume cosplay available on You Tube.
  - Gardening series that will be fun for beginners and experts alike.
  - Local history series that is sure to be interesting and entertaining.

Mickelson inquired if the bike library is being used. Modrow answered him that outreach is currently not possible.

### **Jamie Ogger, Facilities:**

BPL Maintenance staff continues to prepare for the library re-opening on July 1, including but not limited to:

- Complete cleaning and sanitization of the second floor is complete, including carpets and furniture.
- Maintenance and staff are currently cleaning and sanitizing the entire first floor, including the collection and shelves.

- New, more frequent cleaning procedures have been developed and implemented as more staff are working in the building and in preparation of re-opening to the public. Disinfecting cleaners are available to staff at all times at key locations throughout the building. PPE will be installed where necessary, including Plexiglas barriers at the service desks and floor markings to assist patrons with social distancing and to create one-way aisles throughout the collection. Furniture has been removed for the time being.
- New protocols will be imposed at the Stompin' Grounds for staff and public safety.

The future of Outreach will most likely have a new look. Staff is currently working on action plans to restart service for both the Bookmobile and Senior Outreach through the community, specifically for customers that do not have access to library materials without outreach services. The Senior Outreach Librarian is contacting facilities to define a procedure for a no-contact drop service. The bookmobile librarian is brainstorming ideas as well, including the possibility of a mobile curbside service for her patrons to place holds and for the bookmobile to set up and distribute no-contact holds for patrons that do not have access to the curbside service at the library building.

**Gavin Woltjer, Director:**

Woltjer said the budget is uncertain right now. There is a possibility of a reduction anywhere between \$70,000 and \$450,000. He has a plan to be implemented if the budget is reduced and depending by how much. There will be some vacancy savings after two long-time staff members retire this summer. Further, if necessary, the collection development budget will be reduced or eliminated. Technology replacement (public and staff computers, etc.) can be delayed. Another step would be the possible discontinuation of some services. The last scenario would be staff layoffs, but Woltjer is optimistic that it won't come to that. Woltjer noted that COVID is a very small part of the budget issue. It goes back to previous planning/projection short falls.

Woltjer stated he would like July and August meetings to continue online if the Board agrees, which the Board confirmed.

Regarding re-opening on July 1, Woltjer explained the main objectives and actions:

- The main goal is to provide access to the collection and public computers on the first floor.
- There will be no furniture; sitting on the floor/stumps/tables or leaning/lounging will not be allowed. Loitering laws are being looked into.
- Woltjer's mission is safety – for staff and the public.
- Meeting rooms, including the digitization room and Genealogy room, will not be opened when the library re-opens.
- The library will not offer live programming until, at the earliest, September 1<sup>st</sup> or later.

Woltjer stated the library's strategic plan ends this upcoming fiscal year, so it will have to be rewritten this year. He will send the current document to the Board, so they can start thinking about it. Board discussion is upcoming.

McSweyn asked if the café will re-open. Woltjer said the owner is excited to open back up. Quinn inquired that the Governor's mandate allows group meetings up to 50 people. Why are the meeting rooms not opening back up? Woltjer said the biggest dilemma is not having the resources to keep the rooms clean and sanitized between meetings, especially considering the concerted effort to continually clean the rest of the building.

The meeting adjourned at 1:06 p.m.