

## Billings Public Library Board Meeting

August 13, 2020  
12:00 p.m.

### Board and City staff present:

Cheryle Fisher, Chairperson	Peggy McSweyn, Vice Chair	Sue Bach
Roger Young	Stella Fong	Cody Allen, BPL
David Darby	Gavin Woltjer, Library Director	Hannah Stewart-Freeman, Assistant Director
Jamie Bratlie, Library and Facility Coordinator	Kathy Robins, Information Systems Coordinator	

### Not Present:

Andrea Horrell	Jennifer Quinn	Lloyd Mickelson
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### Guests:

Clare Young, Friends of the Library	Kevin Iffland, Assistant City Administrator
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### Public Comment

None

### Chair's Comments

- Chairperson Fisher thanked Ms. Fong for her years serving on the library board, being a strong supporter and advocate of the library, as she has submitted her resignation. Ms. Fong said it has been an honor working with the library board, and she will continue to support the library.

### Consent Agenda

Motion to approve the July 9, 2020, minutes. Motion approved.

McSweyn /Darby

### Public Safety Mill Levy Presentation, Assistant City Administrator Kevin Iffland

Kevin Iffland gave a brief history of his career with the City leading up to his current position as the Assistant City Administrator. Iffland provided a Power Point presentation to the board regarding the public safety mill levy that will be on the all-mail ballots going out on August 28. Iffland said the Power Point presentation is also available on the City's website. He offered to present to any other community groups that the board knows of, if there is interest.

## **BPL Update**

### **Jamie Bratlie, Facilities Coordinator:**

Bratlie stated with the temporary building closure last week, Billings Carpet Cleaning and Restoration came in to sanitize the heavy traffic areas of the library. All service desks and self-check stations, staff work areas, conference areas that are currently used by staff, as well as door handles, cupboards doors, etc. were thoroughly sanitized. Maintenance continues to sanitize restrooms and heavily touched areas, such as handrails, elevator buttons, etc. multiple times a day.

Bratlie said the library is purchasing regular gloves for all employees. The gloves are washable, and employees can use hand sanitizer while wearing them. These gloves will lessen the use of disposables; therefore, also lessening the library's footprint in the local landfill.

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

Stewart-Freeman told the board that curbside usage is up significantly, especially while the library building is temporarily closed again. She said the current focus is on collection development and program development.

### **Kathy Robins, Systems Technology:**

Robins said the new City logo and website should be launching soon, most likely within the next month.

Robins also told the board that the Lynne Puckett, IT Librarian, retired the end of July. Crystal Major from the Circulation Division has taken her place. Major comes in with 12 years IT experience from previous employment. Robins will also retire this week after 13 years. Cody Allen, Teen Tech Librarian, will take her place.

### **Gavin Woltjer, Director:**

Woltjer explained to the Board what prompted the current, temporary library building closure. He said there was some external COVID positive exposure in the building. The library building will re-open next week; however, the cost of sanitizing anytime this occurs cannot be sustained. Therefore, discussions with the City Administrator and Riverstone Health have prompted the idea of indefinite curbside service only if it happens again.

Upon re-opening next week, staff will be platooned into 2 teams, working opposite weeks, to limit future exposure. Woltjer said current priorities are: #1) curbside (usage numbers continue to increase), #2) internal operations that support curbside, such as shelving materials, pulling holds, etc., and #3) programming. He explained that Stewart-Freeman and he are assisting downstairs, Allen is learning his new job in his office, and Bratlie is teleworking 2 days a week and staying in her office the 3 other days. Allen and Bratlie will serve as backup for Woltjer and Stewart-Freeman if they are exposed.

Woltjer stated Riverstone Health has reached out for help with contact tracing in the county. The library has offered two staff who have organized, filed, and cross-referenced data in the last four days. They

will also be trained for contact tracing. They will continue to work at Riverstone for now. Woltjer also said there is another library employee available to help as well if needed.

Chairperson Fisher inquired whether the café and book nook would be open when the library re-opens. Woltjer answered yes, they can be.

The meeting adjourned at 12:55 p.m.