



Billings Public Library Board Meeting

November 12, 2020
12:00 p.m.

Board and City staff present:

Cheryle Fisher, Chairperson	Peggy McSweyn, Vice Chair	Andrea Horrell
Roger Young	David Darby	Sue Bach
Lloyd Mickelson	Jennifer Quinn	Gavin Woltjer, Library Director
Hannah Stewart-Freeman, Assistant Director	Cody Allen, Information Systems Coordinator	Jamie Bratlie, Library and Facility Coordinator

Not Present:

Guests:

Clare Young, Friends of the Library	Leslie Modrow, Library Foundation	PJ Smith, Yellowstone Genealogy Forum
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Public Comment

None

Chair's Comments

- Chairperson Fisher stated the MLA class on advocating for the library has been excellent and recommended it to the rest of the board if they have not already attended it.

Consent Agenda

a. Motion to approve the October 8, 2020, minutes. Motion approved. McSweyn/Darby

BPL Update

Cody Allen, Information Systems Coordinator

- The library's redesigned website is mostly complete and is always moving forward.
- Allen just finished updating the library's TRP. The next big item will be replacing the security cameras next (fiscal) year.
- Allen said he is researching "book lockers" for the community as a new idea for reaching the community.
- Ancestry.com and the newspaper archive access was temporarily available online for patrons, but that has now expired. Access is still available in house, once the library computers re-open for patron use.

Jamie Bratlie, Library and Facilities Coordinator

- The permanent, tempered glass barrier has been installed in the café.
- Bratlie updated the board regarding outreach services. Both the Bookmobile and Senior Outreach are very busy currently, only with different delivery methods than pre-COVID.

Hannah Stewart-Freeman, Circulation and Reference:

- Circulation is again fully staffed with two new members joining the team within in the last 2 weeks.
- Curbside continues to be very successful.
- Santa is coming to the library to film Story Times that will air on Channel 7 in December. Stewart will update the Board with air times when she has them.

Gavin Woltjer, Director:

- There are currently 5 staff members helping at Riverstone. Riverstone has great things to say about them all. The Cares Act is currently reimbursing their wages through December.
- There have not been any COVID cases among library staff, although other City departments have seen a number of cases.
- There have been multiple requests for curbside services to continue after the pandemic restrictions are lifted.
- Trudi Paulson was selected to fill the board vacancy. Her first meeting will be in January.

Darby inquired, if a situation arises, can the Board call a special meeting. Woltjer said yes, if deemed an emergency a special meeting could be called. Public notice must be given.

Disaster Planning

Woltjer told the Board the library has a disaster plan that unfortunately missed the pandemic piece. Management will update the document, and quarterly drills with staff will resume. Board members will be invited to attend the drills as well if they wish to.

ASPEN Training

Cody Allen provided training to the Board on how to access ASPEN and the services and classes offered. Chairperson Fisher thanked him and noted ASPEN can seem cumbersome at times.

Foundation Update

Leslie Modrow said Food for Thought was held virtually this year and was well received. Author David Baldacci was the guest speaker. On December 1, the Foundation will kick off a year-end, "Giving Tuesday" \$2,500 challenge to raise funds to purchase mobile hotspots for library patrons.

FOL Update

Clare Young explained having the Book Nook closed most of the year really hurt the Friends' budget. They have, however, received a \$10,000 Cares Act grant! She said their membership renewal is in progress.

Young also stated that she will be stepping down as the Friends' president. Debbie Willis will be the new president. The Board thanked Ms. Young for her service.

YGF Update

PJ Smith said the Genealogy Room was re-opened between October 5 and October 14. During the brief re-opening, volunteers staffed the room Monday through Thursday, 1:00-3:00 each day with limited capacity and a 30-minute time limit for patrons. There were issues accessing Ancestry Library on the computer in the room, and this is still being worked on.

The Forum may offer some online classes. However, there will be a learning curve as the Forum does not have experience setting up such. Cody Allen has offered to help them.

The meeting adjourned at 1:04 p.m. No December meeting will be held. The January meeting will continue via Zoom.