



Billings Public Library Board Meeting

June 10, 2021
12:00 p.m.

Board and City staff present:

David Darby, Vice Chair	Cheryle Fisher	Andrea Horrell
Trudi Paulson	Sue Bach	Lloyd Mickelson
Roger Young	Gavin Woltjer, Library Director	Hannah Stewart-Freeman, Assistant Director
Kelsie Rubich, Info. Systems Coordinator	Jamie Bratlie, Library & Facility Coordinator	

Not Present:

Peggy McSweyn, Chair Jennifer Smith

Guests:

Clare Young,
Friends of the Library P.J. Smith, Genealogy Forum Crystal Major, Library Info Systems

Public Comment

None

Chair's Comments

Darby, Vice Chair, thanked Library Staff for their hard work over the last year. Darby also welcomed Roger Young back for his next term on the Board.

Consent Agenda

a. Motion and second to approve the May 2021. Approved. Mickelson/Paulson

Reports

Foundation, David Darby

- Food for Thought tables have sold out.
- There will be 2 or 3 people changing out on the Foundation Board.

Friends, Gavin Woltjer for Debbie Willis

- The June Pop-up sale was a huge success thanks to Sue Bach and her guidance.
- The Friends are gearing up for Summer Fair, once again guided by Sue Bach.
- The Nook has been very busy and doing good business.

Genealogy Room, P.J. Smith

- Volunteers are available Monday through Thursday, 1:00 to 3:00 pm, to assist patrons.
- The Genealogy room has been very slow. Smith thinks they need to get the word out that it is open. She said so many things are online now. Maybe that is part of why people haven't been coming in.

BPL Updates

Meet the Staff

Rubich introduced Crystal Major, Networking Services Librarian. Major has been in the position almost a year, and she has been very busy, especially lately. She has been installing 28 new public computers; she has also put together a Zombie Light Take and Make Kit in her few spare minutes of the day. Major has been an essential piece of the bike library team. She set up Notebooks that are on the bike library, so people can register for Summer Reading at the bike.

Bach thanked Major and said the Friends really appreciate the tech help she has provided to them.

Jamie Bratlie, Library and Facilities Coordinator:

- Fiscal Year 2021 is nearing its end, and the FY22 budget process is wrapping up.
- The bookmobile is nearing pre-COVID patron numbers. The COT stop has proven to be very popular and will be a permanent stop now.
- Senior Outreach will have a new volunteer soon who will host a new book club.
- The new security contract was awarded to Guardian Security and will begin on July 1.

Hannah Stewart-Freeman, Circulation and Reference:

- The bee Pollinator Exhibit starts Monday, and the South Side Billings Exhibit is currently up by the Children's area.
- The Hope Tree has started and is very successful. Many people are contributing wonderful sentiments.
- Summer Reading is going well with good sign-ups and engagement.
- Summerfair is June 25-27. The Friends, bookmobile, bike library, and library staff who have volunteered to work will be there.

Kelsie Rubich, Information Systems Coordinator:

- The door count for the first week of June has already surpassed half the total for the entire month of May. More people are coming back in.
- The library is anxiously awaiting the arrival of the new book locker. The concrete pad and electrical have already been installed for the locker.
- The Bike Library is back on the road and will be at the Gardner's Market in South Park today.
- The Tech Lab is back open and the temporary summer assistant started this week. Vanessa Justice, teen librarian, has been very busy with the re-opening, updating the tech lab, as well as creating new programs from grants she has applied for and received. Justice also created a Teen Supply

Station full of self-care items, such as deodorant and toothbrushes/pastes. Woltjer added that she is doing all this during her full-time schedule, while also going to school full-time to earn her Master's degree.

Gavin Woltjer, Director:

- Woltjer said some staff and patrons are still wearing masks, but he is seeing less people do so as time goes on. The City and the Library are following the CDC guidelines.
- Kelsie Rubich is now the official Information Systems Coordinator, as she has accepted the position.
- Woltjer is currently working on the Library Strategic Plan. He will send the Board more information in the near future.
- The stats in the library are looking better, but it will still be a while until the numbers are closer to pre-COVID. Woltjer said right now is a great time to consider and make changes to operations – “think what do we want to be?”
- The Billings Public Library offered almost 400 digital programs in the last year. Upon research, Woltjer found that average number throughout other libraries across the state is 100.

Mickelson mentioned the Magic City Optimist Club again purchased and donated book markers for the bike library. Rubich thanked him and the Club, and also told the Board, the Club's purchased books have also arrived.

Board Discussion

Darby gave a quick rundown of the board discussion items as follows.

- a. Board Committees – The Library Board has 2 standing committees – Board Development and Strategic Planning – Darby said please let Chairperson McSweyn know if interested in sitting on either.
- b. Board Retreat – the past purpose of the retreat was to consider and update the Board's role and goals, and discuss how to meet these. October 2021 could be possible for the next retreat.
- c. Library Familiarity – Darby said the purpose is for the Board to become more familiar with library, its staff, and its operations. Meet the Staff is part of the process. Woltjer added an idea of scheduling a certain time to give board members tours and information about specific areas/topics in the library if the Board is interested.
- d. Guns and Library Environment – Darby said what can legally be done, has been done regarding the new gun legislation. He said the most the Board can do is to ask patrons not to carry into the library. Woltjer said the Governor has signed the new law and it became effective immediately.

Good of the Order (Discussion Only)

- Darby asked to add to the next agenda a report on the Board Advocacy Seminar by the Board members who attended it.
- Darby has a telescope that is not being utilized and inquired whether the library tech lab could put it to use.
- Paulson read an article about the Human Library and inquired whether anyone else has. Woltjer said that was something the library was looking at pre-COVID and it would be good to consider it again.

The meeting adjourned at 1:02 p.m. The July meeting will be held in the Library Community Room.