



## BILLINGS PUBLIC LIBRARY BOARD MEETING

February 9, 2023  
12:00 p.m.

### Board and City Staff present:

|  |  |               |
|--|--|---------------|
| Jennifer Smith, Chair                            | Staci Samuelson, Vice Chair                | Lawrence Klee |
| Cheryle Fisher                                   | Peggy McSweyn                              | Susan Plath   |
| David Darby                                      | Trudi Paulson                              | Roger Young   |
| Gavin Woltjer,<br>Library Director               | Kelsie Rubich,<br>Assistant Director       |               |
| Megan Thomas, Information<br>Systems Coordinator | Jaclynn Reaves, Patron Services<br>Manager |               |

### Absent:

Jamie Bratlie, Building and  
Facilities Coordinator

### Guests:

Kenzie Lombardi, Library  
Foundation

### Public Comment

Woltjer expressed his gratitude for Darby's service as Library Board Chair this past year.

Woltjer shared he sent a letter to Don Mellor, a 102-year-old WWII veteran and former library employee at different libraries on the East Coast, wishing Mellor a happy birthday. Mellor's family contacted the BPL asking for a birthday wish from the library in hopes of collecting notes wishing Mellor a happy birthday from libraries in all 50 states.

Woltjer reminded all board members to be vigilant when it comes to email awareness, and that a board member or City official will never ask for money from anyone via email. Woltjer shared that the Montana Library Association Conference is in Billings this year. He will send out more information as details are known.

### Chair's Comments

Smith commented she was excited to be the new Board Chair.

### Consent Agenda

a. Motion and second to approve the January 2022 minutes. All in favor. Paulson/Darby

### AsPEN/OKTA Training

The Board discussed the status of their accounts in AsPEN. Woltjer surveyed the Board to see who was able to access their accounts, knew their password, and when was the last time they logged in to their account. It was determined that the March continuing education credit offering will be a training in AsPEN for Board members.

Darby asked Woltjer about an update regarding possible obscenity legislation currently being discussed by MT State Legislators and its possible impact on public libraries. Woltjer shared that this legislation only applies to school libraries and not to public libraries. Woltjer shared that the lobbyist for the Montana Library Association is keeping library directors informed about any possible legislation that will affect public libraries.

## 2022 Library Statistics Overview

Rubich shared info-graphic pamphlets showing statistics of items borrowed, broken down after COVID-19 and FY22. Woltjer commented that the recovery from COVID-19 regarding borrowing of materials and utilization of library spaces is approximately 76% of 2018. The Board requested that library staff share statistics every six months.

## BPL/Mgmt Updates

- a. Meet the Staff: No staff were introduced.
- b. Gavin Woltjer, Director: Woltjer reported that only minor changes were suggested for policy updates. Computer usage hours have been changed from 2 hours to 4 hours. Woltjer will share all the changes with the Board for review before the March meeting. Woltjer shared the Remote Attendance Policy for BPL Board Members. A copy of the policy was given to each Board member. Woltjer shared that Board shadowing opportunities will resume in March. These opportunities will take place on the third Thursday of every month.

The Montana Kid Lit Festival, now known as the Rocky Mountain Kid Lit Festival, is coming in May. Woltjer will update the Board when the details are finalized.

Woltjer shared that Board contact information is being scrubbed from the library's and City's websites. The only contact information available will be the Chair and Vice-Chair of the Board.

Kelsie Rubich, Assistant Library Director: There are many exciting programs happening at the library. The social awareness series has been well received. Utahne Payne is doing a paint it out program. Also, a new program, Mindfulness in Yoga with Kids, will be offered soon.

Rubich provided the current library newsletter to showcase all of the different programs offered in the month of February.

Library staff are scheduled to present two different programs at the Montana Library Association Conference in Billings in April. One program focuses on developing a video game collection, and the other program focuses on the Bike Library.

The Children's unit is fully staffed!

Megan Thomas, Information and Systems Coordinator: The Heights Book Locker is operational. A planned ribbon cutting for the new locker is scheduled for February 24 at noon. Thomas reported the locker is already being utilized.

i) 2023 Big Goals

Woltjer shared the library sorter and conveyance need to be replaced. Included with this replacement, an access hatch door, that allows staff to retrieve materials that have fallen off and/or jammed the book return entry point, will be created. Woltjer also shared that funding for Locker #4 will begin soon. Locker #3 (Lockwood) is fully funded and is now in the process of being ordered. Woltjer also shared that library staff is developing a comprehensive preventative maintenance plan.

ii) Fine Free Information

Woltjer discussed the process for lost, assumed lost, or damaged items. McSweyn asked if the library being fine free has encouraged people not to return items timely. Library staff shared that the State Library is creating a report on the impact of going fine free and overdue materials. This report will be shared later.

Darby asked Woltjer about hold ratios for popular items. Rubich informed Darby that Technical Processing runs weekly reports to address this issue.

c. Foundation, FOL, YGF

Library Foundation, Kenzie Lombardi:

Lombardi thanked everyone who attended Book Swap and Beers. She reminded Board members of the ribbon-cutting event for Locker #2. Lombardi shared that a monthly giving campaign begins in March.

The Foundation is sponsoring the Montana Library Association Conference opening reception at the library on April 12. In addition, the Food for Thought annual fundraiser is scheduled for June 8.

Friends of the Library: Fisher gave the report for the Friends. She encouraged all Board members to renew or sign up for a membership. The cost is \$20 per year.

Genealogy, PJ Smith report via email: Smith informed the Board that the Yellowstone Genealogy Room has over 1,700 books and is available for the public during all business hours of the library. Volunteers are available from 1:00 pm to 3:00 pm Monday through Friday for any additional help with research.

**Good of the Order (Discussion Only)**

Klee asked how the lockers work. Rubich explained the process.

Plath shared that her family enjoyed the jigsaw puzzle competition held at a Friday Night Fun event.

**Adjournment**

1:02 pm