



## BILLINGS PUBLIC LIBRARY BOARD MEETING

March 9, 2023  
12:00 p.m.

### Board and City Staff present:

Peggy McSweyn	Staci Samuelson	Lawrence Klee
Roger Young	Jennifer Smith	Susan Plath
David Darby	Trudi Paulson	
Gavin Woltjer, Library Director	Kelsie Rubich, Assistant Director	Jamie Bratlie, Library & Facility Coordinator
Megan Thomas, Information Systems Coordinator	Jaclynn Reaves, Patron Services Manager	

### Absent:

Cheryle Fisher

### Guests:

Claire Young, Friends of the Library	Kenzie Lombardi, Library Foundation	Linda Danks, BPL Facilities
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### Public Comment

None

### Chair's Comments

Samuelson told the Board if they need assistance with the Aspen training to ask Thomas. Woltjer asked how the training is going. Klee commented he likes that it is recorded. Woltjer said Thomas can resend the link if anyone wants it, and he reminded the Board that he will send out links prior to the monthly training.

### Consent Agenda

- a. Motion and second to approve the February 2023 minutes. All in favor. McSweyn/Darby

### Adoption of BPL Policy for FY2024

Woltjer emailed the proposed changes for the 2023-2024 Policies to the Board, but he has not received any responses. Now is the time for questions or comments. McSweyn confirmed public computer time limits increased from two hours to four hours. Woltjer answered yes and explained 2 hours is not always enough time for what people need. There are frequently some vacant computers, and the computer lab is available for overflow if needed. Samuelson called for a vote. Paulson moved to accept the Policy updates as written. All in favor. Motion passed. Paulson/Darby

### BPL/Mgmt Updates

- a. Meet the Staff: Bratlie introduced Linda Danks, Facilities Maintenance I. Danks is a 16-year member of the library team, who also served for two years prior as a security guard. Danks is an integral part of the maintenance team focusing on the custodial area of duties. Danks told the Board a little about herself, and the Board thanked her for her work in the library.

- b. Megan Thomas, Info. Systems Coordinator: Thomas noted the ribbon cutting for the Heights Locker was a success and now the focus turns to Locker #3. Lombardi said it was great to see the St. V's crew so engaged with the Book Locker.

Thomas told the Board if they have any questions or problems regarding Aspen, let her know.

Kelsie Rubich, Assistant Library Director:

- Interviews are scheduled tomorrow for the two open Circulation positions.
- The Worden rotation goes out this week. The BPL supplements the Sunnyside Library's collection with about 300 items every quarter.
- The Community Archives Project's current goal is to gather photos of Billings from the 1960's through the 1990's for digitization.
- The next chapter in the Social Awareness series focuses on Human Trafficking. It will be held in the Community Room on March 27 at 3:00 pm.

Jamie Bratlie, Library and Facility Coordinator: Bratlie said her current focus is the annual budget process. Woltjer said he will present the budget to the Board following Council approval. Bratlie also said the new Preventative Maintenance Plan is coming together well.

Gavin Woltjer, Director: Woltjer told the Board that Billings Christian Schools reached out to him regarding their annual Read-A-Thon. They donate the money they raise through the Read-A-Thon, and this year they chose the BPL to be their recipient. On March 23, volunteer BPL staff members will go to the school and participate in the Read-A-Thon.

The library will close at 5:00 pm on Wednesday, April 12, to host the MLA Conference opening reception. The Montana Book Awards will also be held that evening. The Board is invited to attend, so please RSVP Woltjer to register.

The Montana Kid Lit Festival is finalized for May 5 and 6. The Festival's website is active. Woltjer will send the link to the Board. He noted the character parade and costume contest will take place on that Friday evening.

Board shadowing will resume in April and always occurs on the 3<sup>rd</sup> Thursday of the month. The purpose of Board shadowing is to create a better understanding of the different areas of the library and how they relate overall to the organization.

Woltjer has the results from the State regarding the comparison of over-due items pre and post fine free. Going back to 2019, there is a significant decline in over-due items since removing late fines, which correlates to the national trend as well. The BPL falls in second of the top five libraries in Montana (including Bozeman, Helena, Imagine If, and Missoula) at 11 days average. Bozeman has the shortest holds average at 8 days. Paulson inquired whether these stats are for print materials only. Woltjer and Rubich said no, it covers all formats. Rubich then told the Board about a new electronic platform the BPL is exploring. This platform will allow unlimited access with no hold time. It is set up as a pay per check out model.

c. Foundation, FOL, YGF

Library Foundation, Kenzie Lombardi:

- The Height's Book Locker ribbon cutting was a success. Lombardi noted it was great to see some teens come and use the locker before the ceremony.
- This spring, the first Story Trail in Montana will open in a park in Josephine Crossing. Placards are erected along a path. Each placard is a page of a book. The BPL Children's librarian has chosen the first few books for the Trail.
- Food for Thought is scheduled on June 8, 2023, this year and planning is in full motion. This year all "monthly givers" will have early access to buy tickets.

Friends of the Library: Young told the Board the Friends have scheduled a collectible book pop-up sale for this coming weekend. Then on April 13 – 15, the annual spring sale is slated. April 13 is open to members only, and April 14 – 15 is open to the public from 9 am to 4 pm. Young stated inventory is low, so any assistance with donations is appreciated.

Woltjer noted that he and previous Assistant Director Stewart proposed Welcome Kits to the Friends. The Friends have agreed to fund the project entirely.

Genealogy, PJ Smith report via email: The Genealogy room had 10 visitors in February. A donation from the Family History Center at the Mormon Church added 169 titles to the Genealogy Room collection. Some were given to the Stillwater County Library, and the rest will go to the State Genealogy Conference for a silent auction.

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

McSweyn mentioned she is reading a book that notes in August 1932, the Seattle Board voted not to employ married women in the library. She thought that was interesting, and therefore, shared with the Board.

Darby inquired if anything happening in Helena will affect the BPL. Woltjer answered the Coal Severance tax per capita may bump up this year.

Klee noted England created "heating hubs" when the heating fuel cost crisis began. He inquired whether the BPL sees more people come in to warm up from the cold. He said it is nice to see that the library can serve in such situations. Woltjer agreed the BPL does serve as a place for people to come in out of the elements – cold, heat, and rain, etc.

**Adjournment**

12:55 pm