



BILLINGS PUBLIC LIBRARY BOARD MEETING

September 14, 2023
12:00 p.m.

Board and City Staff present:

Jennifer Smith, Chair
Roger Young
Trudi Paulson

Staci Samuelson, Vice Chair
Peggy McSweyn
Gavin Woltjer,
Library Director
Jaclynn Reaves,
Patron Services Manager

Susan Plath
David Darby
Kelsie Rubich,
Assistant Library Director
Jamie Bratlie,
Library & Facility Coordinator

Absent:

Lawrence Klee

Cheryle Fisher

Guests:

Clare Young,
Friends of the Library
P.J. Smith, Genealogy Forum

Leslie Modrow, Billings
Library Foundation

Cody Rose, Billings Library
Foundation

Public Comment

None

Chair's Comments

Chairperson Smith thanked Samuelson for taking charge while she was away on vacation. Smith noted Samuelson's fantastic job of putting together the Council Report, and she thanked Paulson for compiling the Director's evaluation as well. Smith thanked the Board for their work and input for both the documents.

Consent Agenda

- a. Motion and second to approve the August 2023 minutes with correction. All in favor.
McSweyn/Paulson

FY23 Board Report / Director Evaluation

Woltjer thanked the Board for sharing their Council report. He said with their approval, he will send the report to the City Administrator and Mayor. McSweyn wasn't certain the report was final or that the entire Board had viewed the compile version. Woltjer said he would put it into a Word doc (from the email) and send it to the Board after the meeting. Woltjer noted the Director's evaluation is discussed and written up among the Board members "behind the scenes." Once it is finalized, Chairperson Smith can send it to Assistant City Administrator Kevin Iffland. He said it is up to the Board if they choose to share their evaluation with him. Young said he didn't remember seeing anything regarding the evaluation. Paulson looked back and determined she had only sent it to Smith and Samuelson. She would forward the email to all the board members after the meeting. McSweyn stated the Board could take an email vote to decide whether to share the evaluation or not.

BPL Statistics

Thomas gave the Board two flyers depicting library stats from FY22 and FY23. Cardholders, items borrowed, and programming attendance are just three areas showing significant increases. Thomas noted the library visits for FY23 are not accurate due to downtime taking old gates out and installing new gates at the library entrance. Paulson inquired if the collection items number ever goes down. Woltjer said the BPL has a great weeding policy. Items go out, but new items are always coming in as well. He noted there is only so much space in the library, so the physical item count cannot continually increase. Samuelson noted she has heard great comments from patrons regarding the Height's book locker, but also stated hearing there is difficulty seeing the screen sometimes. Thomas replied that she is aware of the sun issue and is working on solutions. Currently a screen cover has been added to help. The Board voiced approval of the statistics reports and felt the report would be good to share with others, such as Council and the public.

BPL/Mgmt Updates

- a. Megan Thomas, Information Systems Coordinator: Thomas said the new RFID gates are installed and functioning, the library is hosting 12 Property Tax Rebate classes during the month of September, Locker #3 is progressing – next step is pouring the concrete pad, and details are being finished for Locker #4 at the Children's Clinic on the west end. Thomas also said there were seven responses to the Sorter and Conveyance RFP. The committee has chosen one for Council's approval at the upcoming meeting.

Jaclynn Reaves, Patron Services Manager: Reaves told the Board the vacant LSSII job posting closes tomorrow. Reaves also provided volunteer statistic comparison. There were 161 volunteer hours logged for calendar year 2022. So far in 2023, 187 volunteer hours have been logged. Reaves said the first Spanish teaching program went well last week. It immediately followed her Spanish speaking program. She is still looking for volunteers to teach other foreign languages.

Jamie Bratlie, Library and Facility Coordinator: Bratlie told the Board the new Facilities I position has been filled. The new team member will start the beginning of October. Regarding the north door repair and the scrim repair, we are waiting for the work to continue and begin respectively. There are no set dates.

Kelsie Rubich, Assistant Director: Rubich said the September newsletter is available highlighting the many programs happening at the library, such as daycare story time, senior art program, Spanish story time, and yarn crafting for ages 6 – 9 years. The 2nd annual Library Con is happening on September 30. The bike library is wrapping up the season at the end of September, except for a couple fall events – Harvest Fest and Trick or Treat. Rubich said September is library card sign-up month, and the BPL is giving out welcome bags to new cardholders, as well as a chance to win one of five Kindle Fires. Smith asked if the library has ever been a part of Saturday Live, and stated it might be a good event to join or send the bookmobile to.

Gavin Woltjer, Director:

- Woltjer updated the Board regarding the bookmobile accident. He said the at-fault driver was insured and the minor damages have been repaired.
- Fisher's vacancy will post September 19 through October 19.

- Woltjer encouraged the board members to attend the board appreciation dinner. He gave them a handout and said an email would be coming.
 - Woltjer gave the Board an updated contact list for their binders.
 - He asked the board members to review their November retreat agenda to finalize it. Woltjer thanked McSweyn for her feedback information.
 - The library's ten year anniversary is in January. Woltjer said a committee is forming and planning what the celebration will look like. He said he would love to have a couple board members on the committee. Please let him know if interested.
 - Woltjer noted a couple board members attended the Safer Libraries training, and he asked for their feedback. The board members all had great comments and feedback, stating it was excellent training with great ideas and beneficial tips that could be used both professionally and personally. P.J. Smith inquired if she could watch the training too. Woltjer told her yes, at 11:00 am before the Board meeting the training will be shown. Chairperson Smith noted she cannot make the trainings before the meetings and asked if the training could be sent to the members who cannot attend those trainings. Woltjer told her he would find a way to send the large Safer Libraries file to the interested board members.
- b. Library Foundation, Leslie Modrow: Modrow told the Board she is retiring and introduced Cody Rose. Mr. Rose came joined the Foundation on September 1 and is training with Modrow until she retires. Rose told the Board about himself. Smith welcomed him and asked the Board to introduce themselves to him as well. Modrow told the Board One Book Billings is in progress. She explained the new book distribution policy.

Friends of the Library, Clare Young: Young said the Friends will have a pop up sale on Saturday from 9 am – 2 pm. The sale features collectibles only, including limited editions, Montana history, and Montana art.

Genealogy, PJ Smith: Smith said looking back from August – August, last year was very busy and now this year is back to average. Smith said the genealogy room had Senior and West High year books, dating from 1955 – 1990, donated to it. Also, the State Genealogy conference is next week in Bozeman.

Good of the Order (Discussion Only)

McSweyn said she has been on the Foundation Board for two years, and now it is time to offer her seat to another Board member if they are interested. She said how much fun it has been and told the Board about the Foundation Board.

Adjournment: 1:05 pm. Next meeting: 10/12/2023

McSweyn/Paulson