



## BILLINGS PUBLIC LIBRARY BOARD MEETING

January 11, 2024  
12:00 p.m.

### Board and City Staff present:

Jennifer Smith, Chair	Trudi Paulson	Susan Plath
Lawrence Klee	Kathy Houska	Roger Young
Peggy McSweyn		
Kelsie Rubich,	Gavin Woltjer, Library Director	Megan Thomas,
Assistant Library Director		Information Systems Coord.
Jaclynn Reaves,		
Patron Services Manager		

### Absent:

Jamie Bratlie,	Staci Samuelson, Vice Chair	David Darby
Library & Facility Coordinator		

### Guests:

Clare Young, FOL	Cody Rose, Billings Library Foundation
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### Public Comment

None

### Chair's Comments

Smith announced this meet was her last one as Board Chair. She thanked the Board and staff, and commented on how much she enjoyed working with everyone during her year as Chair.

### Consent Agenda

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

### Vote for Chair, Vice-Chair, and Foundation Representative

Woltjer advised the Board that the vote for Chair, Vice-Chair, and Foundation Representative can be voted on as one batch, if desired by the Board. The Board agreed to have one vote for all positions. The nominees were: Susan Plath (Chair), Lawrence Klee (Vice-Chair), and Trudi Paulson (Foundation Representative).

Motion and second to approve all nominations as stated. All in favor. McSweyn/Young

### 10-Year Anniversary

Woltjer thanked Smith for her service as Board Chair.

Woltjer provided an overview of the events scheduled for the week of the library's celebration of 10 years of the new building. Woltjer also noted that he will give tours to the public of the facility throughout the week. Woltjer provided a handout of all of the events.

Plath encouraged Board members to attend as many of the events as possible, if their schedules allowed.

### **Tech Lab**

Rubich explained that the Tech Lab is in need of an overhaul. She shared how the Tech Lab was a last minute addition to the new library building through the efforts of the BPLF, Plath, and others. Rubich also shared, that with the recent resignation of the Tech Lab Librarian, an opportunity presented itself to reimagine this space in order to best meet the needs of the community while also optimizing services and programming.

Woltjer added that not having the Tech Lab operational is not ideal, but this space has not been properly invested in for a number of years. Woltjer alluded to how this new plan has the potential to be transformative for this space in regard to utilization and expansion to other age demographics.

McSweyn and Young asked questions about continuation of services and programming to teens. Rubich shared that while the space is closed, services and programming to teens still continues in other parts of the library.

Woltjer mentioned that part of the process to reimagining this space is to present proposals to the Foundation and Friends of the Library for different funding needs. Woltjer noted that as this space is designed out, the library will share progress with the Board and the public through its marketing and advertising channels.

McSweyn and Smith both shared their excitement for this project.

### **BPL Updates**

Thomas shared that Library Express Locker #4 has been ordered, and that she approved the drawings for the new sorter and conveyance with an anticipated summer installation.

Reaves shared volunteer statistics updates and mentioned the success of the Community Cabinet. McSweyn asked what types of donations are being accepted for the Community Cabinet. Reaves replied that hats, gloves, and shampoo are accepted. Reaves also mentioned that she is looking to have a volunteer help stock the cabinet. Rubich added that two (2) grants have been given to the library to help provide supplies to this endeavor.

Rubich reported the film pass program that offers 20 tickets to various programs at the Art House has been a great success. Passes are usually gone within 24-hours. Patrons are able to secure a pass by using their library card. Klee asked if this is a first-come, first-served system. Rubich replied that it is. Klee suggested that it could be more like a raffle to ensure that the same people do not consistently get a pass. Rubich replied that the program will need more data collected to see if this is an issue. Young asked what the purpose of this program is. Woltjer commented that this program is a way for the library to connect with a community partner, support local business, and is in line with the library's strategic plan of economic development; Rubich added that it is also a way for library patrons to connect with different cultural offerings. Klee asked if the tickets are discounted. Rubich shared that the library gets a discount of 40%.

Rubich shared that the library offered its first Chinese storytime. This program was a great success. Rubich also reported that the library is beginning a Family Reading program at the end of the month.

Rubich mentioned that the Friday Night Fun events are still popular with families. Jigsaw puzzle competition inspired a new collection offering to patrons with a puzzle exchange program.

Rubich shared that reference librarian Joe Lanning gave a webinar for the State Library about developing video game collections at libraries. The webinar was well attended with attendees representing places from all over the United States. Since the library's implementation of a video game collection, Rubich shared that these items have circulated more than 2,800 times. Klee asked if it is a paradox that the library is offering games when it should be getting kids to read. Woltjer responded that libraries are all about different kinds of literacy, including digital and technological literacies, which also helps to expand services to different audiences. Plath commented that offering video games is an excellent way to get kids into library spaces where they may then find a book to read.

Woltjer reported that the north doors will be operational by the 10-year anniversary celebration. Young asked if restitution is being paid for damages. Woltjer responded that it is. Woltjer also reported that new carpet flooring will be installed over the holiday weekend. Woltjer provided information about the stalled scrim replacement project which is still in a holding pattern; more information forthcoming.

Woltjer shared that five (5) parking lot lights were replaced. Moving forward lights will be replaced in batches of three (3) to ensure fiscal responsibility of lift rental and replacement costs while also ensuring that the parking lot remains lit for the safety of patrons and staff.

Woltjer shared that opportunity for Board continuing education credits will always be offered before the monthly meeting in the Computer Lab. A link to the current educational offering will also be sent via email to all members. Woltjer encouraged board members to become certified and to ask questions if they find a training that might qualify for credit. Woltjer asked board members to email him any topic suggestions they would like to learn more about. Woltjer shared that Rubich recently became certified; Rubich shared so did Woltjer.

Woltjer provided Billings Public Library Organizational Chart and Billings Public Library Board of Trustees Board Goal documents to the Board to update board binders.

### Good of the Order

Young asked if the Library Show could be updated. Rubich said she would explore creative opportunities.

Rose mentioned to the Board that the Foundation is looking for a new bookkeeper. Rose also shared that the Foundation has raised almost \$500,000 in the past three months.

Clare Young reported that the Friends of the Library had a great year. Sales and membership are up.

McSweyn asked if the Library is actively advertising the Library Express Lockers. Woltjer said that the Library does actively advertise the lockers on social media. Woltjer reminded the Board that the Library is currently finalizing plans for Library Express Locker #4 before any other library in the state is exploring the possibility of a first locker.

McSweyn congratulated the newly elected Chair (Plath), Vice-Chair (Klee), and Foundation Representative (Paulson).

Plath asked about the two (2) charging station lockers. Woltjer responded that they are both regularly used. Klee asked where the idea for these came from. Rubich shared she saw the idea posted on a California library's website.

Adjournment: 1:04 pm. Next meeting: 2/8/2024.