



BILLINGS PUBLIC LIBRARY BOARD MEETING

March 14, 2024
12:00 p.m.

Board and City Staff present:

Susan Plath, Chair	Trudi Paulson	Jennifer Smith
Peggy McSweyn	Kathy Houska	David Darby
Kelsie Rubich, Assistant Library Director	Gavin Woltjer, Library Director	Megan Thomas, Information Systems Coord.
Jaclynn Reaves, Patron Services Manager	Jamie Bratlie, Library & Facility Coordinator	

Absent:

Roger Young	Lawrence Klee, Vice Chair	Staci Samuelson
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Guests:

Clare Young, FOL	Cody Rose, Billings Library Foundation	P.J. Smith, YGF
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Public Comment

Director Woltjer noted the Foundation, FOL, and YGF updates were missed on the agenda and asked the Chair to add them to the Good of the Order discussion.

Chair's Comments

Plath said the professional development training on A. I. had a piece that really spoke to her. She said it noted the library's need to bring curiosity, wonder, bravery and courage regarding A. I. to its patrons. Plath said the BPL does a great job of this with its collection, programming, and offering of meeting rooms. She is proud to be a part of that.

Consent Agenda

a. Motion and second to approve the February 2024 minutes. All in favor. Paulson/Houska

BPL Policy

Woltjer explained the policies update timeline to the Board and thanked them for their involvement in the process. He said the next step is for City Legal to approve the changes. Woltjer asked the Board if they had any questions regarding the proposed updates to the policy document. Paulson confirmed that "patron" and "library user" mean the same as they are both used throughout the document. Woltjer agreed and said they are interchangeable. Paulson then referred to page 12, 3D printing and asked if there is a fee for the 3D printers. Woltjer said currently there is no fee. Paulson inquired why not, as other printing in the library has fees. Rubich explained some research has been done regarding how to charge fees for the 3D printers. She said some entities charge by the hour, and some offer the first hour free and then an hourly fee kicks in. Rubich noted that BPL usage currently does not justify a fee.

As there were no more questions, Woltjer asked the Chair to call for a motion for batch approval of the suggested changes in the policy document. Motion was made for a batch approval of all requested changes in the BPL policy document. All in favor. Motion approved. Smith/Darby

BPL Updates

- a. Jaclynn Reaves, Patron Services Manager: Reaves said Staff has completed alphabetizing the DVDs and feature films section. There has been great feedback already from both patrons and staff members. Smith inquired if the BPL loans out DVD players. Woltjer told her no.

Kelsie Rubich, Assistant Director: Rubich added to Smith's question that part of the Tech Lab upgrade is that Admin. is considering ways to highlight the streaming services offered through the BPL, such as circulating technology kits.

- Rubich told the Board the March newsletter is out at the service desks. The Library has added stats to the top of the newsletter.
- Outreach events last month included Children's attending the Lockwood School Family Night where they were able to advertise the new book locker. Many families did not realize it was so near. Staff attended the free laundry event highlighting Black History Month, sponsored by the Jr League. The Jr League brought together donations for the Community Cabinet totaling over 2,000 items!
- The Montana Room has a new interactive TV that will be scrolling special collections and archive materials that the public does not have access to. Currently the collection on display on the TV is historic post cards.
- Rubich said work is continuing in the Tech Lab and it is coming together. The plan is to expand services, and to make the lab a multi-generational space. Its new name will be the Co-Lab, with hours open to all ages for exploring technology. Programming will be focused on the technology equipment.

Jamie Bratlie, Library and Facility Coordinator: Bratlie told the Board the scrim project is expected to restart on April 1.

Megan Thomas, Info. Systems Coordinator: Thomas said the two new servers are up and running now. She said locker #4 is ordered. It is expected to arrive in April and to be installed in April as well.

Gavin Woltjer, Library Director: Woltjer told the Board he has been facilitating the City Strategic Planning process at BSEA. Regarding the new Co-Lab, Woltjer noted teens will still be a high priority, but going forward it will incorporate more. Woltjer also told the Board the City is full into budget season. He should have an idea of what the Library's budget will look like by the end of April. Although the budget won't be approved until June, he expects to be able to share the budget with the Board in May. McSweyn asked if the fourth locker will be the last one. Woltjer said no, when the plan was originally presented to Council, five lockers were envisioned. As the BPL and Foundation are ahead of the planned timeline, it may be a little while before more discussion starts for the fifth locker.

- b. Meet the Staff: Elizabeth Fellerer, Acquisitions Clerk. Bratlie introduced Fellerer to the Board. She told them Fellerer has been with the Library for 20 years, starting her library career in Circulation. Fellerer is a valued member of the BPL, assisting Bratlie with A/P responsibilities, ordering and managing supplies for the library, and excelling in her main duties of library acquisitions. Fellerer told the Board what acquisitions means in regard to the library collection, how she works closely with Systems staff and Thomas for cataloguing incoming materials, and

partners with the Librarians and Rubich to ensure materials orders are complete. Fellerer told them her focus this week is entering the order for the items destroyed in the sprinkler break. Darby asked how many items required replacement. Fellerer and Thomas told him 368 items.

Good of the Order

Clare Young, Friends of the Library: Young said there is a pop-up sale planned this coming weekend. Also, the Friends' Spring Sale is scheduled April 18 – 20. Thursday evening, April 18, will be the preview for members only. The public sale will be Friday and Saturday.

PJ Smith, YGF, via email: Smith said there were 12 visitors to the Genealogy room in February, which is on par for winter average use. Smith said she will be offering a series of classes again in April. There will be four progressive classes on Saturdays in the Library Computer Lab.

Cody Rose, Foundation: Rose said planning for Food for Thought is a main focus currently. Two meetings have been held so far, and sponsorships are starting to come in. Rose told the Board the Foundation has hired a bookkeeper who will start on March 19.

McSweyn inquired if the Foundation is working toward fundraising for Locker #5 yet. Rose and Woltjer told her no, and both explained to the Board about an unrestricted estate gift the Foundation has received for the BPL. Rose told the Board about the donors and said part of the donation may fund the fifth locker, but Woltjer and him are discussing how best to utilize the funds. Woltjer explained the steps for planning for the fifth locker. Some Board members expressed the possibility of the South Side for that locker, mentioning the Friendship House and the Boys and Girls Club as possible locations.

Darby told the Board the disinformation/misinformation issue is not going away. The Board discussed the current topics of A. I. and challenged materials in school districts. Darby noted outside discussions have spoken of the importance of A. I. and the need for libraries committing to information literacy. McSweyn thought it would be beneficial if the Library could offer a class on understanding and learning A. I.

Plath said she attended a OBB discussion which was very fun. Houska facilitated the discussion. Houska said Indian Creek is the next book on the list.

Adjournment: 12:50 pm. Next meeting: 4/11/2024.