



## BILLINGS PUBLIC LIBRARY BOARD MEETING

April 11, 2024  
12:00 p.m.

### Board and City Staff present:

Lawrence Klee, Vice Chair

Peggy McSweyn

Kathy Houska

Gavin Woltjer, Library Director

Jaclynn Reaves,

Patron Services Manager

Roger Young

Trudi Paulson

Kelsie Rubich,

Assistant Library Director

Jamie Bratlie,

Library & Facility Coordinator

Staci Samuelson

David Darby

Megan Thomas,

Information Systems Coord.

### Absent:

Susan Plath, Chair

Jennifer Smith

### Guests:

Clare Young, FOL

Francesca K, Circulation

### Public Comment

None

### Chair's Comments

Klee said this is his first time standing in [to facilitate a board meeting]. He said he just returned from volunteer work in Kenya.

### Consent Agenda

- a. Motion and second to approve the March 2024 minutes as written. All in favor.

Paulson/McSweyn

### Co+Lab Presentation

Rubich and Thomas gave a presentation to the Board regarding the update and change-over from the Tech Lab to the new Co+Lab. The Co+Lab will serve more community without losing the focus on teens. Partnerships are already secured with School District 2 and BSEDA for future programming. The BPL has invested over \$31,000 (including the TRP replacement of the Tech Lab computers) in the upgrade. Two new staff positions will be added following approval of the FY 2025 budget – a tech librarian and a Co+Lab librarian. Over \$80,000 has been granted from the Friends of the Library and the Billings Public Library Foundation for furniture and technology. The hope for the new Co+Lab is to attract all ages, including multi-generational, such as a grandparent and grandchild attending a program. The teen space in the southeast corner is under consideration for better utilization as well.

Woltjer answered some questions explaining that he is currently working with City Legal regarding an indemnity agreement and with MMIA for insurance purposes for the technology and equipment. Thomas told the Board there is an online program that patrons will access to start online training for the equipment before even coming into the library for hands-on training. Rubich stated consideration is being given whether the technology equipment may become available for check-out as well.

Samuelson inquired whether the Co+Lab will be reservable like the meeting rooms. Rubich told her Staff can reserve it for programming, but not in the beginning for the public. That may be considered in the future however. The board members all expressed their excitement for the updated Co+Lab.

## BPL Updates

- a. Meet the Staff: Francesca Keane, Circulation, introduced herself to the Board and told them the BPL was her introduction back into the work world after being a stay-at-home mom for her son. Young asked her what she does during her daily shift for the Library. Keane gave him a list of Circ duties, such as front desk, shelving, checking in books on the sorter, etc. Klee thanked her for coming to the meeting for the Board to meet her.

### BPL Management Updates

Gavin Woltjer, Library Director: Woltjer said he would have the FY25 budget update for the Board next month. He also told the Board they will have a book challenge next month. Currently the book is pulled and checked out until the Board makes their decision. He will send information and a report to the Board two weeks before the meeting.

Kelsie Rubich, Assistant Director: Rubich said she has been working in the Co+Lab a lot. She also noted Summer Reading prep is in full motion. Lastly, Rubich mentioned the two Children's seasonal staff positions are advertised. The seasonal staff will be mostly in Children's, but will assist with other programming and areas as needed.

Megan Thomas, Info. Systems Coordinator: Thomas said locker #4 will arrive at the end of April and installation is slated for early May. The new sorter is scheduled for mid-June.

Jamie Bratlie, Library and Facility Coordinator: Bratlie told the Board the scrim project should be finishing up next week.

Jaclynn Reaves, Patron Services Manager: Reaves said everything is prepped for the holds shelf move, which will happen on Saturday. She also noted the Volunteer Breakfast is coming up on April 26.

McSweyn inquired if the Memory Lab is used much. Rubich and Thomas told her that it is utilized regularly. Klee asked about the Memory Lab, and Staff and some of the Board members told him about the equipment offered in the lab and the process for accessing it.

- b. Friends of the Library: Clare Young told the Board the Friends' big annual spring sale is next weekend, April 18 – 20. Thursday, April 18, is the preview for members only. The public sale is Friday and Saturday.

Foundation: Woltjer told the Board that Cody Rose has resigned from the Foundation. He said the Foundation hired a consultant for check writing and such. Darby said he thought the Foundation had hired a secretary, to which Woltjer told him no. Paulson reminded everyone that she is the Library Board representative to the Foundation. She has heard that Rose resigned, but she hasn't heard anything more than that. Houska asked what Rose's resignation means for Food for Thought. Woltjer said he knows Rose is pretty far into the planning process,

but otherwise he does not have any answers. McSweyn noted the Foundation board is always very active with Food for Thought, and she stated that this year's Food for Thought should go well. It is scheduled for June 6.

YGF: via email from PJ Smith. "Patronage in the Genealogy Room in March was 24. Fourteen people signed up for the Genealogy 101 classes that we are teaching on Saturdays in April. Another person expressed interest in attending and may come this Saturday. Crystal [BPL tech librarian] has been a big help in getting us started with computer set up."

#### Good of the Order

Klee asked Woltjer if he knows what is going to happen with the empty lots across from the library. Woltjer said he doesn't know, but the conversation regarding those lots comes up at Council regularly. He noted it has been said there is interest by the owner of the two vacant lots to possibly purchase the Billings Gazette building.

Adjournment: 1:00 pm. Next meeting: 5/9/2024.

Darby/McSweyn