



BILLINGS PUBLIC LIBRARY BOARD MEETING

June 13, 2024
12:00 p.m.

Board and City Staff present:

Lawrence Klee, Vice Chair
Peggy McSweyn
Kathy Houska
Gavin Woltjer, Library Director

Roger Young
Trudi Paulson
Susan Plath, Chair
Kelsie Rubich,
Assistant Library Director

Staci Samuelson
David Darby

Megan Thomas,
Information Systems Coord.

Jaclynn Reaves,
Patron Services Manager

Absent:

Jennifer Smith

Jamie Bratlie, Library and
Facility Coordinator

Guests:

Clare Young, FOL

Jeannie Tracy, Foundation

Public Comment

None

Chair's Comments

Plath expressed congratulations for the BPL receiving Excellence Library Services Award. Plath also congratulated library staff for the successful Bike Repair Station ribbon-cutting.

Consent Agenda

- a. No items in consent agenda

Security Contract

Woltjer informed the Board that a new security contract has been offered to Signal Security. The library had been with Guardian Security for the past 20 years. The RFP committee, Rubich, Bratlie, and Reaves, vetted nine proposals. Signal Security was chosen because of their dedication to de-escalation strategies, lack of paramilitary uniform, and increase use of technology. Guardian Security provided eight hours of security personnel during the transition time. The remaining security needs were filled by Billings Police Department personnel. Plath and Paulson both shared they liked the focus on de-escalation. Paulson further commented that she liked the new look of security away from paramilitary garb. Reaves noted she and Bratlie are already in communication with Signal Security to ensure a smooth transition. Houska asked if Signal Security will do trainings with staff. Woltjer responded that future trainings between library staff and Signal Security are being explored. Rubich added that Signal Security uses an online database for reporting purposes. Woltjer commented that this new contract is approximately \$100,000 more than the current contract. Woltjer shared that City Council and City Administration did not have an issue with this.

Houska asked how the library deals with a patron leaving the library with library property. Rubich and Thomas explained the security process. Samuelson asked how the library handles situations with an intoxicated patron. Reaves and Rubich explained the security process and library policy.

Darby asked if the library has problems with theft. Woltjer commented the Billings Public Library has the usual number of occurrences as any library our size. Woltjer stated that all patrons are welcome at the library as long as they follow library policy.

FY25 Budget

Woltjer presented the FY25 budget to the Board. This presentation was the one given to City Council in May. Woltjer highlighted that the budget is intentionally designed to be in the red this year to address spending down reserves. The overages include all one-time expenses. Woltjer shared that \$100,000 from the library's budget has been reallocated per City Council directive. These monies come from the State Entitlement fund, not from dedicated tax funding. While the immediate impact of this loss of funding to the library is negligible, library staff is prepared to move forward with future budgets where this funding is completely reallocated. Woltjer shared that City Council approved the three (3) FTE requests: LSSIV, Co+Lab Librarian, and an additional Information Systems Librarian. Rubich and Thomas are currently preparing to hire these positions.

Woltjer expressed the Board will need to approve the library taking \$137,000 from reserves to cover the budget shortfall this fiscal year. Paulson asked if there are any policies attached to using library reserve funding. Woltjer explained that library reserves are an unrestricted fund. McSweyn commented that the library should use the reserves to make sure it is using all available tax dollars.

Houska asked what is the minimum the library should have in reserves. Woltjer expressed that after being able to cover 25% of yearly operational costs, the library should have at least one million dollars in reserves. Woltjer stressed that the library is asking to cover the shortfall amount only for this fiscal year. McSweyn moved to allow the library to access reserves to cover shortfall. Paulson seconded. Darby proposed increasing this amount to \$138,000. Klee seconded. Board unanimously agreed to have the library cover FY25 budget shortfall for the amount of \$138,000.

Darby/Klee

Woltjer thanked the Board. Woltjer also thanked Rubich for the new budget presentation design.

Director Evaluation

Plath shared that Paulson is willing to share an online evaluation form with all Board members. Plath asked if any Board member would like to change the survey. McSweyn commented she could not think of any needed changes to the format. Samuelson agreed with McSweyn. Paulson agreed to send out the evaluation survey. Plath stated that the Board will receive the evaluation survey by July 1; responses need to be submitted by July 19. Final evaluation report will be accumulated by July 26.

Board Report to Council

Plath reported she will have a draft Board report to Council ready at the August meeting. Before the August meeting Plath will send Board members an electronic version to review. Woltjer stated he will submit the report to Council on behalf of the Board upon finalization of report.

BPL Updates

- a. Meet the Staff: No meet the staff.

BPL Management Updates

Gavin Woltjer, Library Director: Woltjer reminded the Board that there is a book challenge to address at the August meeting. This challenge is a reclassification challenge, not removal.

Kelsie Rubich, Assistant Director: Rubich noted that as of this meeting there were approximately 800 participants registered for Summer Reading. She also thanked the Bike Library crew for all of the events scheduled this summer. This group of library staff does on average five different programs a week. Rubich highlighted the Bike Repair Fix It station and noted that the library is now making available bike locks for patrons to checkout at the Circulation desk.

McSweyn asked Rubich if the Community Cabinet was staying well stocked. Rubich stated that it is.

Megan Thomas, Info. Systems Coordinator: Thomas reported Locker #4 is up and running and that the new sorter and conveyance system will arrive next week for installation. Thomas estimated that the process will take about seven to ten days.

Jaclynn Reaves, Patron Services Manager: Reaves expressed her gratitude to her team for the flexibility and patience during the transition of the Circulation workroom to its new location outside the administrative offices during the new sorter and conveyance installation.

Foundation: Tracy stated that the Foundation will provide free ice cream at the ribbon-cutting for Locker #4 and encouraged Board members to attend the event. Tracy also noted that the next Book Swap is at the Brewery on July 29.

Tracy informed the Board that new Foundation members will start in July. Amber Parrish is the new President of the Foundation.

Good of the Order

Plath congratulated the staff of the Children's department for their outstanding tour for the students of Miles Ave Elementary School.

Adjournment: 1:03 pm. Next meeting: 8/8/2024.