



## BILLINGS PUBLIC LIBRARY BOARD MEETING

August 8, 2024  
12:00 p.m.

### Board and City Staff present:

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

### Absent:

Lawrence Klee, Vice Chair

### Guests:

Clare Young, FOL                      Jeannie Tracy, Library Foundation

### Public Comment

None

### Chair's Comments

Plath congratulated McSweyn for completing her certification. Woltjer told the Board the webinars he sets up before each board meeting count toward CE credits. He believes if a member attends all the webinars, they would have enough credits to achieve their certification.

Plath said she has been in the library a few times throughout the summer. She thanked Staff for their excellent work in the Co+Lab and with summer reading programs.

### Consent Agenda

- a. Motion and second to approve the May and June 2024 minutes with corrections. All in favor.  
McSweyn/Smith

### Challenged Material

Woltjer emailed the report to the Board members with the meeting items. He asked if anyone had questions, and he told the Board he invited the patron to attend this meeting as well. Smith and Houska stated they like Woltjer's comparison to other libraries and explanation that the BPL won't always be the same as other libraries. Woltjer explained he gives full information for the Board to consider. He looks at best practice and looks for guidance from the publishers. He also noted that when a statement of concern comes to him, he pulls the book off the shelf and keeps it in his office until the Board's decision is made.

Motion and second to accept Staff recommendation to keep the book's current classification. All in favor.  
Darby/McSweyn

## Foundation Board Representative

Plath said the Foundation Board representative position is open. Paulson has been serving in the role and Plath thanked her. Plath asked if anyone would like to volunteer. Paulson, McSweyn, and Darby have all served in the role, and they explained what the liaison role looks like. Currently the Foundation is looking for a new Director and new board members were elected this month. Houska and Smith said they will consider the position. Plath said the Board will re-visit this item next month.

## Director Evaluation

Plath stated she and Paulson have worked through the survey for the Director Evaluation. There are comments from the Board that she will incorporate. Plath thanked Woltjer for all that he does. Woltjer said he will send Iffland's email to Plath so she can send him the evaluation.

## Board Report to Council

Plath said she received some great feedback from the Board for the Council report and asked if there are any more comments before she submits it. McSweyn told Plath she did a great job. The report is concise and to the point and addressed what the Board has going on. Woltjer told Plath when it is final, send the report to him and he will submit it in the electronic Council packet.

## BPL Updates

### a. BPL Management Updates

Gavin Woltjer, Library Director: Woltjer told the Board the Foundation space remodel is on schedule. He also told them he has been spearheading the move of 8 City divisions, consisting of 5 locations, into the Stillwater Building. With the move, the Building Division will temporarily work out the Library Computer Lab until approximately November.

### Kelsie Rubich, Assistant Director:

- Summer Reading was very successful this year with over 1,100 participants.
- Rubich and Thomas have recreated the Library Show, showing on YouTube as well.
- The next Story Trail is planned for Castlerock Park in the Heights. It should be ready in September.
- The Co+Lab is slated to open in mid-October. Currently Rubich is working with A & E for branding and marketing the CoLab to the public.

### Megan Thomas, Info. Systems Coordinator:

- Thomas said the new sorter is installed and running. There are a few kinks that are still being worked out, but the sorter is working well.
- The second book locker tech has been hired. An internal candidate from Circulation was the successful person, so there will be a Circulation position open to fill.
- Thomas provided FY 2024 statistical comparisons to FY 2023. Library visitors, programs and program attendance, and locker usage were all up compared to the previous year.

Jamie Bratlie, Library and Facility Coordinator: Bratlie said the FY 2025 budget is approved and open, so she has been working on starting the projects slated for the fiscal year. The Board will notice the parking lot work, as well as some landscaping projects when they begin.

Jaclynn Reaves, Patron Services Manager: Reaves said Circulation will be hiring for the vacant position created by a staff member moving to the new book locker tech position. She also noted

the bike library season is wrapping up, and she told the Board about some of the recent outings it has been taken on: Craft Club, Moms in Motion, Community Connections, as well as interviewing downtown businesses for social media posts. Rubich noted that some downtown businesses are offering discounts to customers who show their library cards.

- b. Friends of the Library: Clare Young said the Friends' will hold a Pop-Up Sale on August 17, 9:00 am – 2:00 pm. There will also be a Collectibles Sale on September 14. The Friends' fall sale will be held as usual in October. Young also told the Board that the Stompin' Grounds has done a tremendous job partnering with the Friends.

### **HPBA Sponsorship**

Plath said the High Plains Book Awards approached the Library Board inquiring if the Board would like to sponsor the HPBA. Plath noted the Library Board does not have budget for this and said it would be a personal cost from the members if they wanted to do so. Discussion covered the history and background of the HPBA. Members felt that even if they paid out of their own pockets, general perception would be that the Library funded the sponsorship. The Board did not feel this would be a good precedent to set.

### **Good of the Order**

Woltjer asked the Board's thoughts regarding a Board retreat this fall. He noted it is also a Strategic Planning year, which will require a committee with Board volunteers. He stated he does not want to overwhelm the Board with a retreat and Strategic Planning Committee. If the Board decides to not hold their retreat, Woltjer noted the budget funding could be used by the Board to attend Food for Thought this year. He asked the Board to consider who would like to be on the committee and said it will be added to the agenda next month.

Smith spoke the Board and Staff about CASA and asked them to take a flyer she had available if they have interest in possibly volunteering. Smith noted the obligation involves of 5 – 10 hours maximum per month. She said she is available to talk about the program more if anyone has interest or questions.

**Adjournment:** 1:06 pm. Next meeting: 9/12/2024.