

Billings Public Library  
February 14, 2019  
12:00 pm

**MINUTES**

**Present:** Chair Roger Young, Vice Chair Jennifer Quinn, Sue Bach, David Darby, Cheryle Fisher, Stella Fong, Bill Lamdin, Lloyd Mickelson, Gavin Woltjer, Library Director; Tori Koch, Assistant Library Director; Kathy Robins, Information Systems Coordinator; Mary Murphrey, Library and Facility Coordinator. Guests: Dave Shearer, Cataloging Librarian; Clare Young, Friends of the Library.

**Public Comment**

Woltjer asked the Board to make a motion to add discussion on Peggy McSweyn's application for the vacant Library Board seat.

MOTION: Amend the agenda to include discussion on Peggy McSweyn's Library Board application.

Approved

Fisher/Fong

Woltjer discussed Peggy McSweyn's application for the vacant County Board seat.

MOTION: Accept McSweyn's application for the vacant seat.

Approved

Mickelson/Quinn

**Chair's comments**

Young reported that he received good feedback on the Library's five year celebration. He thanked Fong and the Friends of the Library (FOL) for their snacks.

**Consent Agenda**

MOTION: Approve minutes.

Lamdin/Quinn

**BPL Overview**

Woltjer asked the management staff to give a brief overview of their units.

Koch noted that the Reference staff is working on upcoming programs/projects. They include performer Peter Fletcher, a Mariachi Band, videos on Library services, and instruction videos for the use of the services and databases.

Robins reported that:

- Systems staff is busy replacing equipment such as computers, copiers, printers, and TV monitors. The equipment is scheduled on a 3 to 5 year replacement cycle. Next fiscal year the Wi-Fi System, self-checks, and some staff equipment will be replaced.
- Shearer held a 9-part beginning cataloging series for six staff members.
- An inventory of all Library materials (250,000 items) was done in 2018.

- Tech Lab Librarian Cody Allen is working with incarcerated youth – book discussions, writing, and art lessons. He is also participating in a research project with Arizona State University about equity in STEM learning.
- Tech Lab use is increasing. Over 300 teens came in during the month of December.
- She and her staff have participated in state-wide projects with Montana State Library.
- Technical Processing staff collects about 12,000 incoming materials annually and makes them ready for the public.

Murphrey reported that:

- She oversees Outreach Services, Facility Maintenance, and Acquisitions.
- The Outreach staff will appear on the Channel 7 program “Spotlight on the Arts” in June, showcasing the services/programs they offer.
- The parking lot was re-stripped this past summer.
- Some flooring in the Yellowstone Board room, Story Tower, and First 5 years will be replaced soon.
- Acquisitions Technician Amy Fugate retired and Elizabeth Fellerer was hired to replace Fugate. Fellerer and is doing an excellent job assimilating into the new position.

Woltjer noted that Administration:

- Has been focusing on goals for the Strategic Plan.
- Attending speaking events discussing the plan.

### **Meet the Staff**

Woltjer introduced Dave Shearer, Cataloging Librarian.

Shearer gave a brief overview of his position with the Library which includes Technical Processing, database maintenance, book repair, participating on the Montana Shared Catalog Content Management Committee, and IT maintenance.

### **March Retreat**

Woltjer suggested that instead of a Board retreat in March that a meeting comprised of two representatives from the Board, Foundation, and FOL meet to gain a better understanding of each other’s goals.

After much discussion it was decided that the Board would make a decision on the retreat at the March Board meeting.

### **Policy Updates**

Woltjer discussed the policy updates with the Board.

MOTION: Approve the policy as amended.

Lamdin/Mickelson

### **Legislative Session Update**

Woltjer noted that he sits on the Government Affairs Committee. He reported that H.B. 354, which addressed pornography in libraries, schools, and sex shops, was tabled. He also noted that the State Library may receive funding for their budget which would enable them to reinstate 17 full-time employees.

Adjourned at 1:03 p.m.