



Board of Trustees - Meeting Minutes January 25, 2022

Roll Call

Board Chair Cynthia Cheney called the meeting to order at 5:42 pm. Board members Bob Coughlin, Pamela Knowles, Martha Sellers, and Chrysti Smith attended. Library Director Gale Bacon attended, and Circulation Specialist Kathleen Godfrey was present to take minutes. Scott Mullen and Valerie Otto attended as guests.

Introductions and Public Input

Gale introduced Scott and Valerie, both of whom are interested in the possibility of becoming Library Board members.

Trustee Training

Trustee Competencies

The Board watched a video from United for Libraries: Trustee Academy. The Board will resumethis video at the February meeting and finish it at the April meeting.

New Business

Updated Strategic Plan

All Board members and guests received a copy of the 2022 Strategic Plan to review. Gale will present this plan at the City Council retreat in February.

The Board made grammatical edits and asked questions about the Plan.

Motion made by Chrysti Smith to approve the 2022 Strategic Plan, seconded by Pamela Knowles, and passed unanimously.

Library Design Survey

45 Architecture and RATIO Design are working on plans for the new library building. Library staff are gathering design suggestions and ideas. Library staff designed an online survey to gather patron input about basic features they would like to see in the new building. Gale asked Board members to complete the survey.

All Board members are welcome to come on Monday, January 31, for an 8:00-5:00 meeting with the architects and Library staff to discuss library designs. The architects will give an overview from 8:00-10:00. Board members should RSVP to Gale if they will attend.

Gale updated the Board on the timeline for the new library building. 45 Architecture will review the current library building and City Hall and make suggestions of which offices might fit best in which building.

Renewed Certification: Library Director

A minimum of 20 credits is required in each of the four categories. Montana law requires library directors to maintain certification through the Montana State Library. Gale is now certified through 2026.

Board/Staff Picture and Bios

Gale distributed a copy of each document to the Board members.

Unfinished Business

Fine Free Discussion

Gale gave an overview of the fine free concept. Bozeman Public Library no longer charges overdue fines. Bozeman's overdues went to the City of Bozeman, not directly to the library. West Yellowstone Library does not charge

overdue fines. Manhattan Community School Library and Three Forks Public Library would like to move to fine free, but would like all Gallatin County Libraries to change together.

A fine free policy would not remove lost or damaged item fees. The Library, at the direction of the Board, has been waiving fines temporarily. Staff manually waives fines and enters the amount on a tracking sheet. The Library also tracks the amount donated in the "fine forgiveness" box. As of July 2021, the Library has waived approximately \$1,360 in overdues and received \$430 in fine forgiveness donations.

Gale overviewed pros and cons that have been discussed by the Board at previous meetings. Bozeman Public Library has expressed that fine free is working well for them. Belgrade patrons receive multiple notices by email, text, or mail indicating that items are due or overdue. The Library utilizes Unique Management as a materials recovery service for lost items.

Board members asked questions and discussed the concept of being a fine free library. The motion passed, three "Yea" votes (Bob Coughlin, Martha Sellers, and Chrysti Smith) to two "Nay" votes (Cynthia Cheney and Pamela Knowles).

Consent Agenda

Approval of Purchase Orders

Expenditure & Revenue Reports

Donations

Board members reviewed the consent agenda and Gale answered questions. Gale shared that contributions and donations come primarily from grants for programming, individual donations, and funds from the Foundation. The Board reviewed a graph of grants and donations and one of revenue and expenses from the past few years.

Motion made by Pamela Knowles to approve the consent agenda, seconded by Bob Coughlin, and passed unanimously.

Approve of 11.16.21 Joint Board Meeting Minutes

Motion made by Bob Coughlin to approve the November 16 Joint Library and Foundation Board minutes, seconded by Chrysti Smith, and passed unanimously.

Approve of 01.04.22 Board Meeting Minutes

Motion made by Chrysti Smith to approve the January 4 Library Board minutes, seconded by Bob Coughlin, and passed unanimously.

Director's Report

Overview of Monthly Programs

Gale highlighted various programs and answered questions. The Library will continue to be a distribution point for COVID-19 test kits, once restocked by Gallatin City-County Health Department.

Library Director's Updated Membership List

Gale distributed documents with Board member contact information and job descriptions. Board members have the opportunity to attend the Broad Valleys Federation meeting in March. Chrysti and Pam shared that they valued the experience and camaraderie gained at this conference. Gale and Chase Rose from Bannack Group will give a presentation about the Library Capital Campaign. Chrysti is the Vice Chair of the Broad Valleys Federation.

Library Board Terms of Office

Gale distributed the schedule of Board member terms.

Gale showed several recent *Belgrade News* articles positively featuring the Library.

Future Meetings

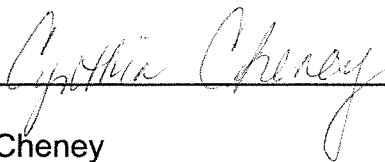
BCL Foundation Meeting: February 8 at 6:30 p.m.

Library Board Meeting: February 22 at 5:30 p.m.

Board members should consider if there is anything they would like to discuss as a group with the Foundation at the Joint Meeting on March 22.

Adjournment

Motion made by Bob Coughlin to adjourn the meeting at 8:07 p.m., seconded by Pamela Knowles, and passed unanimously.



Cynthia Cheney
Belgrade Community Library
Board Chair



Kathleen Godfrey
Belgrade Community Library
Circulation Specialist