



Board of Trustees - Meeting Minutes March 1, 2022

Roll Call

Board Chair Cynthia Cheney called the meeting to order at 5:35 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 attended as a guest. BCL Community Outreach Librarian and Technology Specialist Jon Engel presented the Social Media Plan.

Introductions and Public Input

None

Trustee Training

Trustee Competencies

The Board continued watching a video from United for Libraries: Trustee Academy. The Board plans to finish this video at the April meeting.

New Business

Presentation of Social Media Plan

Jon Engel introduced himself and gave an overview of the Library's Social Media Plan. Jon, BCL Adult Services Librarian Liz Johnson, and Youth Services Librarian Jessamyn Tempel updated this plan. Currently, the Library utilizes Facebook, Instagram, YouTube, and is exploring using TikTok. Co-sponsoring with other community organizations has increased the Library's reach. YouTube is primarily used for instructional videos and recordings of Library events. TikTok is currently the fastest growing social media platform. The Social Media Team is experimenting to see how best to use this for the Library. They would like to reach more younger community members. The Library is also looking into utilizing Pinterest. It seems that the younger generation is interested in video-based learning, so the Library hopes to find ways to help with this.

First Reading: Patron Behavior Policy

Board members took home a copy of the policy containing staff suggestions to review.

Emergency Response Plan

The Board tabled the review of this plan until the April meeting.

Overview of Foundation Bios

Board members received a copy of a photo and bios of the BCL Foundation members.

Review of New Public Library Standards

The Library is required to meet the Essential Standards for state funding. Gale overviewed the standards. The Library's new, temporary hours reduced open hours to 32/week. Prior to February 24, the Library had been open for 42 hours/week. If standards are not met, libraries may request a waiver from the State Library, which will work on a timeline for achieving the standard.

First Discussion: New Library Name

The City Council will have the final decision on a name for the new library. It may be "The Belgrade Library and Community Center," as this title was used in campaign marketing. Gale heard from various people during the Campaign that the word "Community" should remain in the name.

Unfinished Business

Broad Valleys Federation Conference

Gale and Chrysti will attend this conference in Anaconda. Gale and Chase Rose from Bannack Group will give a presentation about the Capital Campaign.

Unique Materials Recovery Service Report

The Library has used Unique for quite a few years now. The Library attempts to contact the patron three times prior to submitting the accounts to Unique. The Library has recovered approximately \$58,900 through Unique. Currently, there is about \$50,000 in outstanding patron accounts. The cost for Unique is about to increase. Gale discussed this with the Bozeman Public Library. They will decide if they want to increase their referral fees to \$11.50 to match BCL.

Consent Agenda

Approval of Purchase Orders

Expenditure & Revenue Reports

Donations

Board members reviewed the consent agenda and Gale answered questions. The Library will terminate the contract with Granite Technology at the direction of the City Manager and be incorporated into the City's technology support firm. The Board examined the various grants and donations that the Library has received so far this fiscal year.

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

Approve of 01.25.22 Board Meeting Minutes

Motion made by Chrysti Smith to approve the January 25 Library Board meeting minutes, seconded by Pam Knowles, and passed unanimously.

Director's Report

Overview of Monthly Programs

Gale highlighted various programs and answered questions. Gale encouraged Board members to attend the Montana State Parks Osher Lifelong Learning Program on March 10.

One Book Belgrade

63 people attended the Author Event for One Book Belgrade (OBB). The audience asked questions and enjoyed engaging with author Michael Punke. The Library received a lot of positive comments from attendees and presenters related to all the OBB programs.

Staffing/Hours Update

The Youth Services Librarian had to abruptly leave the position due to personal reasons. The Library has new temporary hours: Monday, Tuesday, Wednesday, and Friday - 10:00-4:00; Thursday - 10:00-6:00. No staff hours have been cut. Staff will use the closed time for program planning and projects. A former library director started volunteering and helping on the Circulation Desk on Tuesdays and Thursdays. If approved by the City, she may be able to work at the Library a few days/week temporarily. There is a strong candidate for the full-time Cataloging/Circulation position, but he cannot start until June or July, due to a teaching contract.

Executive Team Meetings

The City department heads meet each Thursday prior to City Council meetings in the Library's Milesnick Meeting Room.

Updated City Organizational Chart

Gale overviewed the new positions and people in City management and staff.

Fine Free Press Release

Starting March 1, the Library is officially fine free, and previous overdue fines were removed. Lost and damaged materials will still be charged to patron accounts, and overdue fees will be assessed for wifi hotspots and Interlibrary Loans.

Grants

- Dennis & Phyllis Washington (BCL Foundation match)
The Library will receive \$2,500 and match it with Give Big funds from the Foundation to meet grant requirements. This grant will be used to purchase Playaways for youth.
- Gallatin Gardeners Club Grant
Gallatin Gardeners Club donated \$500 to the Library for the upcoming Seed Library program. We will use additional funds from the Give Big donation.
- Yellowstone Club Community Foundation (YCCF) Grant
The YCCF provided \$3,000 for the 2022 Childrens/Teens Summer Reading Program.

Foundation Update

Gale asked the Foundation to seek donations/matches from local businesses. The Mint may hold another Mother's Day Brunch as a fundraiser for the Library. In the past, the Mint donated 20% of the proceeds to the Library.

Goals Update

The Board received updated Director's Goals to review via email.

Future Meetings

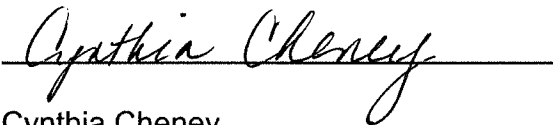
BCL Foundation Meeting: March 8 at 6:30 p.m.

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

Joint Library & Foundation Board Meeting: March 22 at 7:00 p.m.

Adjournment

Motion made by Pam Knowles to adjourn the meeting at 7:58 p.m., seconded by Martha Sellers, and passed unanimously.



Cynthia Cheney
Belgrade Community Library
Board Chair



Kathleen Godfrey
Belgrade Community Library
Circulation Specialist