



## Board of Trustees - Meeting Minutes April 26, 2022

### **Roll Call**

Board Chair Cynthia Cheney called the meeting to order at 5:36 pm. Board members Bob Coughlin, Pamela Knowles, and Martha Sellers attended; Chrysti Smith was unable to attend. Library Director Gale Bacon attended, and Circulation Specialist Kathleen Godfrey was present to take minutes. City Finance Manager Charity Wilson presented at the beginning of the meeting.

### **Introductions and Public Input**

*Charity Wilson, City of Belgrade: Executive Director of Financial Service*

Charity worked in finance for the city of Forney, Texas, for 17 years. She has a lot of experience in developing budgets. Forney had a population of about 5,000 when Charity began working there, and when she left about 35,000 people lived there. Charity worked with Belgrade City Manager Neil Cardwell in Forney.

### **New Business**

*FY 2022/2023 Budget Draft Presentation: Charity Wilson*

Charity Wilson, Executive Director of Financial Services, presented the first draft of the library budget to the Board. Charity noted that the Library has done a very good job of managing its funds over the last five years, and budgets have stayed right on track.

See copy of "Operating Budget Fiscal Year 2023" attached to Board packet. Charity overviewed the budget process, history, current budget, and anticipated budget for FY 2023. She answered questions related to fund balances and reserves.

Gale added that the City Manager, Finance Department, and City Council have been working on better compensation for City employees to help with retention and recruitment. Some Library employees recently received \$4/hour raises, to help meet living expenses for the area and provide more competitive wages.

### **Trustee Training**

*Trustee Competencies*

Due to several Board members needing to leave early, the Board moved this training video to the May meeting.

### **Unfinished Business**

*Adopt Patron Behavior Policy and Update General Policies*

The Board discussed suggested edits by staff and made additional adjustments (See copy of Patron Behavior Policy attached to Board packet). No changes were made to General Policies.

Motion to accept suggested changes to the Patron Behavior Policy made by Martha Sellers, seconded by Bob Coughlin, and passed unanimously.

*Library Overdue Notices*

The Board discussed adjusting wording to overdue and assumed lost notices about accounts being handed over to the materials recovery service after a certain amount of time. A patron was very upset that there was not a warning specifically about this on the notices she received.

Motion to change wording on notices (as documented on attachment to minutes) made by Pamela Knowles, seconded by Martha Sellers, and passed unanimously.

## Library Updates

### *Review of Purchase Orders*

Purchase order reports look much different than previous reports. All checks are listed for the designated time period.

### *Donations*

Gale overviewed donations to date.

### *Overview of Monthly Programs*

Gale highlighted special programs, including the Solar System Walk and Lunar Eclipse Viewing on May 15. Local organizations and businesses will adopt a planet and host a table along a designated route. From 9:00-10:00 at night, participants may view the lunar eclipse through telescopes at the Belgrade Senior Center. Astronaut ice cream will also be available. The first 30 little ones to visit one of the stations will receive a copy of the board book *Cloud, Your Burps Are Loud*, by local author/illustrator Santral Lusin.

There is now a seed library made from the old card catalog. Patrons may take up to five seed packets and are encouraged to return seeds from their harvest or donate other seeds to pass on to the next patron. The Library will hold four gardening classes and give away prizes at each event.

## **Approve of 03.22.22 Library Board and Joint Library and Foundation Board Meeting Minutes**

Motion made by Pamela Knowles to adopt the 03.22.22 Library Board and Joint Library and Foundation Board Meeting Minutes, seconded by Martha Sellers, and passed unanimously.

## **Director's Report**

### *Give Big: May 5 & 6*

The Foundation set a goal of \$7,000 for Give Big Gallatin Valley 2022.

### *Mother's Day Brunch*

Gale distributed flyers for the Mother's Day Brunch fundraiser hosted by The Mint. The Mint will donate 20% of the proceeds to the Library.

### *Director's Goals*

Gale shared a copy of her updated goals with Board members.

### *New Library Update*

Gale updated the Board on the process to hire a general contractor. Interviews were held with three firms on Monday.

### *Chrysti Smith Article*

A recent article in the *Bozeman Daily Chronicle* featured Belgrade Community Library Board member Chrysti Smith, and highlighted her work as "Chrysti the Wordsmith."

## **Future Meetings**

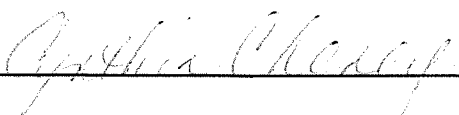
05.10.22 6:30 p.m. - BCL Foundation Meeting

05.24.22 5:30 p.m. - Library Board Meeting

06.28.22 5:30 p.m. - Library Board Organizational Meeting

## **Adjournment**

Motion made by Martha Sellers to adjourn the meeting at 6:56 p.m., seconded by Pam Knowles, and passed unanimously.



Cynthia Cheney  
Belgrade Community Library  
Board Chair



Kathleen Godfrey  
Belgrade Community Library  
Circulation Specialist