



Board of Trustees - Meeting Minutes July 26, 2022

Roll Call

Board Chair Cynthia Cheney called the meeting to order at 5:40 pm. Board members Bob Coughlin, Scott Mullen, and Chrysti Smith attended. Martha Sellers was excused. Library Director Gale Bacon attended, and Circulation Specialist Kathleen Godfrey was present to take minutes.

Introductions and Public Input

Scott Mullen

Scott Mullen is now a Belgrade Community Library Board Trustee. He has previous experience as a board member from another nonprofit.

Katie Morrison, BCL Youth Services Librarian

Katie Morrison moved with her family from North Carolina. Katie has a Masters in Library Science with an emphasis in children and youth services and school library media. She has a Bachelor's degree in elementary education with a math and science concentration. Katie has experience in cataloging and digital projects. She has really enjoyed being in Belgrade so far. Katie began at the Library on July 11.

Board members introduced themselves and welcomed Katie to the Library.

John Wellcome, BCL Public Service Desk Coordinator

John Wellcome worked as a teacher/librarian in Lodge Grass and recently became the Public Service Desk Coordinator at BCL. He shared about his previous experience and current training at BCL. John started at BCL on June 14.

Board members introduced themselves and welcomed John to the Library.

Trustee Training

Trustee Competencies

The Board finished a training video from the American Library Association's United for Libraries.

New Business

Election of Officers

Motion to elect Cynthia Cheney as Board Chair and Chrysti Smith as Board Vice Chair for the next year made by Bob Coughlin, seconded by Scott Mullen, and passed unanimously.

Update Materials Mailing Policy and Form

Library staff recommended removing the option for the Library to pay for return postage on materials sent under the Materials Mailing Policy, as this was funded originally by a grant that is no longer available. Staff also recommended removing the option to mark a condition permanent.

Motion to accept the recommended changes to the Materials Mailing Policy and Form made by Chrysti Smith, seconded by Scott Mullen, and passed unanimously.

Library Updates

Review of Purchase Orders

The Board examined a list of checks and purchase orders.

Donations & Grants

Gale overviewed the donations and grants for fiscal year 2021/2022. The Library received over \$87,000 in grants and donations. Gilhousen Family Foundation increased their grant to the Library to \$9,000 for FY 2022/2023 from \$7,500 in FY 2021/2022.

Overview of Monthly Programs

Gale highlighted various programs and attendance.

Approve of 05.24.22 Library Board Meeting Minutes

Motion made by Chrysti Smith to adopt the 05.24.22 Library Board Meeting minutes, seconded by Bob Coughlin, and passed unanimously.

Director's Report

Gale anticipates that the Library can resume full hours after Labor Day, due to having a full staff again. All staff should be trained to work at the Public Service Desk by that time. Gale asked the Board for feedback on increasing hours to 10:00-6:00 Monday-Friday and 10:00-2:00 on Saturday. Gale anticipates having Library Aide Rebecca Meredith and two other staff members work on Saturdays.

Gale has completed her goals for FY 2021/2022. She asked the Board if they had any suggestions for her to include in goals she submits to City Manager Neil Cardwell. Cynthia recommended continuing to focus on training staff members, public relations, and plans for the new library building.

Summer Kick-off Party

Gale shared about the highly successful Summer Kick-off Party, which involved games and collaborative craft projects and promoted the Library's Summer Reading Programs for children, teens, and adults. 150 patrons attended, and several games and projects are still being used throughout the summer.

Seed Library

The Belgrade Blooms Seed Library was very successful. The Library will also hold a House Plant Exchange event in the fall.

Urban Transit District

Gale attended the initial meeting regarding developing an Urban Transit District in Gallatin County. Streamline, the HRDC bus service, is gathering signatures to attempt to place the issue on the ballot. Please see the document in the Board packet for details.

Adult Summer Reading

Gale showed Board members the Adult Summer Reading Logs and highlighted adult summer programs.

Future Meetings

08.09.22 6:30 p.m. - BCL Foundation Meeting

08.30.22 5:30 p.m. - Library Board Meeting

Adjournment

Motion made by Chrysti Smith to adjourn the meeting at 7:01 p.m., seconded by Scott Mullen, and passed unanimously.

Cynthia Cheney
Belgrade Community Library
Board Chair

Kathleen Godfrey
Belgrade Community Library
Circulation Specialist