



Board of Trustees - Meeting Minutes September 27, 2022

Roll Call

Board Vice Chair Chrysti Smith called the meeting to order at 5:37 pm. Board members Bob Coughlin, Scott Mullen, Martha Sellers and Chrysti Smith attended. Library Director Gale Bacon attended. Circulation Specialist Kathleen Godfrey and Public Service Desk Coordinator John Wellcome were present to take minutes and present the digital Board packet. Adult Services Librarian Liz Johnson and Technology and Outreach Librarian Jon Engel presented at the beginning of the meeting.

Introductions and Public Input

None

Trustee Education: Working Effectively with the Library Director

The Board viewed the first portion of a Trustee Academy video from United for Libraries after presentation of the Social Media Plan and Long Overdue Items/Patron Contact.

New Business

Social Media Plan

BCL Technology and Outreach Librarian Jon Engel overviewed the 2022-2023 Social Media Plan. Jon showed stats and demographics from the last year indicating who the Library has reached through social media. Instagram stats might be down due to temporary popularity during One Book Belgrade. The Library is seeing a lot of open rates with welcome emails and newsletters. Most of the objectives for the Social Media Plan have stayed the same. The Social Media Team has seen significant results since last year. The Tech Team is continuing to improve the website to make it more user-friendly.

Library staff also demonstrated the new City and Library websites.

Motion made by Scott Mullen to accept the 2022-2023 Social Media Plan, seconded by, and passed unanimously.

Long Overdue Items/Patron Contact - Adult Services Librarian Liz Johnson

BCL Public Service Desk Coordinator John Wellcome and Adult Service Librarian Liz Johnson updated the Board on the Library's current process for contacting patrons with long overdue items, as well as recommendations for improvements. Sometimes patrons are very disconcerted when they receive a notice from Unique Management, as they perceive that they have been submitted to a collection agency.

Library staff will begin searching for Assumed Lost items once/week.

Circulation Policy: First Reading

Kathleen and Gale gave an overview of staff recommendations regarding the Circulation Policy. This policy was scheduled for a regular 3-year review. The Board plans to adopt the updated policy at the October Board Meeting.

Joint Boards Meeting Agenda Items for 10.11.22 Meeting

45 Architecture will give an update on the new library. New Board and Foundation members will be introduced. Library Board members did not propose any other agenda items.

Relocating Board meetings to City Council Chambers

The City Council will vote on October 3 on moving all City Board Meetings to the City Council Chambers/Courtroom.

Unfinished Business

Review and Update Collection Management Policy

The only recommended changes from staff were to add Playaways to the list of formats of materials collected. This policy was not due for a full review, but Gale had encouraged the Board to familiarize themselves with it and its related materials. At the August meeting, the Board decided to review the policy and bring any suggested changes to the September Board meeting.

Motion made by Martha Sellers to adopt the updated Collection Management Policy, seconded by Scott Mullen, and passed unanimously.

Library Updates

Library Aide Rebecca Meredith moved to full-time starting today.

Budget Overview

Gale reviewed the current expense and revenue reports with the Board.

Donations & Grants

The Board examined grants and donations to date.

Martel Construction

Martel Construction will sponsor One Book Belgrade 2023 for \$5,600. They are the general contractors for the new library.

Highlighted Programs

Gale shared the Library's reports from the last few City Council newsletters, which highlight some of the Library's programs. The Board received copies of the October newsletter that highlights upcoming programs. Chrysti Smith will emcee "Look Who's Talking," a fundraising event in which local actors will read short excerpts and assume the character of people from biographies found at the Library. It will be family-friendly. Board members were encouraged to spread the word about Library programs.

Approve of 08.30.22 Library Board Meeting Minutes

Motion made by Martha Sellers to approve the 08.30.22 Library Board Meeting minutes, seconded by Bob Coughlin, and passed unanimously.

Future Meetings

10.11.22 5:30 p.m. - BCL Foundation Meeting

10.11.22 7:00 p.m. - Joint Library and Foundation Board Meeting

10.25.22 5:30 p.m. - Library Board Meeting

11.29.22 5:30 p.m. - Library Board Meeting

11.29.22 5:30 p.m. - BCL Foundation Meeting

Adjournment

Motion made by Martha Sellers to adjourn the meeting at 8:02 p.m., seconded by Scott Mullen, and passed unanimously.

Chrysti Smith
Belgrade Community Library
Board Vice Chair

Kathleen Godfrey
Belgrade Community Library
Circulation Specialist