

## Billings Public Library Board Meeting

September 10, 2020

12:00 p.m.

### Board and City staff present:

|  |   |  |
|--|---|--|
| Cheryle Fisher, Chairperson                        | Peggy McSweyn, Vice Chair                     | Sue Bach                                       |
| Roger Young  | David Darby                                   | Jennifer Quinn, via chat                       |
| Gavin Woltjer, Library Director                    | Hannah Stewart-Freeman,<br>Assistant Director | Cody Allen, Information<br>Systems Coordinator |
| Jamie Bratlie, Library and<br>Facility Coordinator |   |  |

### Not Present:

|                |                 |
|----------------|-----------------|
| Andrea Horrell | Lloyd Mickelson |
|----------------|-----------------|

### Guests:

|  |  |                                      |
|--|--|--------------------------------------|
| Clare Young,<br>Friends of the Library | PJ Smith, Yellowstone<br>Genealogy Forum | Leslie Modrow,<br>Library Foundation |
|--|--|--------------------------------------|

### Public Comment

None

### Chair's Comments

- Chairperson Fisher mentioned an email she received from the MLA about Wild Apricot, which will help streamline things such as renewing memberships and registering for conferences. She also told the board that the fall MLA meeting will be virtual this year. She will let them know the date when it is finalized.

### Consent Agenda

Motion to approve the August 13, 2020, minutes. Motion approved.

Darby/Young

### BPL Update

#### Cody Allen, Information Systems Coordinator

Allen presented stats about checkouts, users, and the collection to the board. He explained that the numbers are starting to trend back up from the "COVID months." Modrow asked if website hits and downloadable books are available. Allen said he would have those numbers in October for the board.

### **Hannah Stewart-Freeman, Circulation and Reference:**

Stewart-Freeman said she is rotating the circulation and reference staff into weekly teams. Each team works every other week in the library. The opposite week they are working from home on digital archiving, researching new program prep, etc. Stewart-Freeman explained the strategy will allow continuity of services in the event of COVID exposure to a staff member.

Stewart-Freeman told the board that curbside service usage is picking up. The library is offering a raffle in the month of September to encourage the use of curbside vs. coming into the building. The prizes will be gift cards from local businesses.

### **Jamie Bratlie, Library and Facilities Coordinator**

Bratlie said facilities maintenance personnel continue to clean and sanitize the building daily, giving extra effort to highly trafficked and touched areas, such as restrooms, self-check computers, service desk counters, and handrails and elevator buttons. Other staff continue to sanitize the service desks and frequently touched areas in their work zones as well.

Stompin' Grounds and the Friends of the Library locations are re-opened after the most recent library closure.

### **Gavin Woltjer, Director:**

Woltjer told the board he is assisting School District II with a parent's request to pull To Kill a Mockingbird from the school curriculum. The outcome is still pending.

Woltjer said the next three-month focus for the BPL starts October 1. There are two things he would like to implement. Access to the Genealogy Room will be allowed once the specifics are laid out. Also, Woltjer mentioned the Friends having a couple, mini book sales, maybe in November and December. Woltjer restated his main goal is to keep the staff safe, keep the library patrons safe, and to fulfill the library's mission.

Woltjer told the board the Community Room upgrade has begun. Compunet and AVI are working together. Compunet has begun their portion, and AVI will be at the library around October 23.

Woltjer said planning for the Library's Strategic Plan should be started at this time; however, with COVID it may be next summer before there is any semblance of "normal" again. He feels that is a big loss of time in a three-year plan. Woltjer asked the board to delay the strategic plan update.

Motioned and approved to delay the strategic plan update for one year.

McSweyn/Bach

Woltjer said he would like to revisit continuing education with the board. They had discussed it shortly before the COVID pandemic began. He will email the board options and would like them to respond with what interests them, so he can then send specific links for those topics.

## **Director Evaluation**

Chairperson Fisher read the applicable section in the Interlocal Agreement regarding the BPL Director's evaluation. The board is directed to provide input to City administration. She asked the members to email her their input by September 18. She will then compile their thoughts in an email to Kevin Iffland, Assistant City Administrator.

## **BPL Board Vacancy**

Woltjer explained there has not been any response to the vacancy notice place on the City's website. He said this is not unique to the Library Board; other City boards are encountering the same. The Mayor has asked if the current board members have any recommendations. If so, please reach out to those people and encourage them to apply. The vacancy notice will be back on the City website this month.

Chairperson Fisher felt the board should reach out to younger people. A younger person would help make the board representative of the whole community.

The meeting adjourned at 1:00 p.m. The October meeting will continue via Zoom.