



Billings Public Library Board Meeting

August 12, 2021
12:00 p.m.

Board and City staff present:

Peggy McSweyn, Chair	David Darby, Vice Chair	Andrea Horrell
Roger Young	Sue Bach	Cheryle Fisher
Lloyd Mickelson	Jennifer Smith	Trudi Paulson
Gavin Woltjer, Library Director	Hannah Stewart-Freeman, Assistant Director	Kelsie Rubich, Info. Systems Coordinator
Jamie Bratlie, Library & Facility Coordinator		

Not Present:

Guests:

Leslie Modrow, Library Foundation	P.J. Smith, Genealogy Forum
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Public Comment

None

Chair's Comments

McSweyn turned Chair's comments over to Darby. Darby stated recently he attended a conference regarding advisory boards and took away something beneficial for the upcoming board retreat. AAA stands for advise, advocate, and assist. Darby also requested two or three interested board members to join him in working with library staff on the strategic plan.

Consent Agenda

- a. Motion and second to approve the July 2021 minutes. Approved. Mickelson/Paulson

Reports

Foundation, Leslie Modrow

- Modrow introduced Kenzie Lombardi. Lombardi will be working full-time for the Foundation, focusing heavily on communication and marketing. Modrow said the new Foundation website will keep her busy right now.
- The Foundation recently made their final payment of \$3 million to the City for their pledge to the new library building.

- Wrapping up the fiscal year, in addition to the annual distribution to the library, the Foundation contributed another \$42,000 for other programs such as the book kiosk, hotspots, and children's programming.
- One Book Billings sign up starts next Monday.

Darby asked Modrow if she would provide a copy of the Foundation's brand book for the Board to reference at their retreat. Modrow said she would email a PDF file.

Friends of the Library, Sue Bach for Debbie Willis

- The retail space is doing very well. The challenge is donations coming in that are not usable or not being able to take the donations due to space constraints.
- There will be a pop-up sale next Friday.
- The first Saturday the library is open again an outside sale will be held.

Genealogy Room, P.J. Smith

- There were 10 visitors in July
- The Forum currently has eight volunteers.
- Smith told the Board the Family History Center at the Mormon Church has closed and has given some of their books to the Genealogy Forum.

BPL Updates

- a) Meet the Staff: Woltjer asked the Board to table this item due to time constraints the next item would create.
- b) Management Updates:

Gavin Woltjer, Director:

Woltjer stated COVID numbers are increasing again and there are new State laws in effect. Masks can be mandated, yet the mandate cannot be enforced. Woltjer said on September 7, the library will resume evening hours and be open on Saturday again. Some programming will resume and in person programming is optional at that time. There was extended discussion regarding COVID numbers and Board ideas and recommendations in response, such as additional signage. The Board expressed their support and confidence that library management is doing what they can to follow guidelines and laws and to keep staff and public safe while providing library services.

Board Discussion

- a) Board Retreat: McSweyn asked the Board what they want to accomplish during their retreat in October. McSweyn wrapped up the main points of the lengthy discussion:
 - 1) Woltjer will research mission statements of other advisory boards and send examples to the board members.
 - 2) Woltjer will send out the new member packet to the Board for all to re-read and take notes for further discussion.

- 3) During the September meeting, the retreat date/time will be confirmed, and the retreat plan and details will be determined.
 - 4) Modrow will send a PDF of the Foundation's brand book to the Board.
 - 5) A draft agenda was requested and a retreat title, "Becoming an Effective Advisory Board," was suggested.
- b) Board 2021 Goals: This item was touched on briefly during the retreat discussion.

Good of the Order (Discussion Only)

None

The meeting adjourned at 1:15 p.m. The September meeting will be held in the Library Community Room. Darby/Smith