



## BILLINGS PUBLIC LIBRARY BOARD MEETING

November 13, 2025  
12:00 p.m.

### Board and City Staff present:

Lawrence Klee, Chair	David Darby, Vice Chair	Jennifer Smith
Staci Samuelson	Trudi Paulson	Roger Young
Susan Plath	Kathy Houska	Peggy McSweyn
Kelsie Rubich, Interim Library Director	Megan Thomas, Interim Assistant Director	
Jamie Bratlie, Library & Facility Coordinator	Victoria Contreraz, Interim Info. Systems Coordinator	

### Absent:

### Guests:

Jeannie Tracy, Library Foundation

### Public Comment

None

### Chair's Comments

Chairperson Klee acknowledged and thanked Plath and Rubich for their assistance with the Board's annual Council report.

### Consent Agenda

a. Motion and second to approve the October 2025 minutes as written. All in favor.

McSweyn/Darby

### Library Board Annual Report

Klee has sent the report to the Board to view and for comments. There was discussion regarding the section about what Staff can do for the Board. It was acknowledged that "Staff" refers to Council and City Administrative staff, and the Board noted they would like to be more informed regarding upcoming budget impacts resulting from the direction of Council and City Administration. Rubich assured the Board that she will keep them updated with information she receives. She noted that going into FY2027, due to the Legislature, there will be no revenue increase again. She also stated that she feels positive regarding the City Council election results, as some of the new council members have voiced their support for the library.

Darby stated that it may be good for Board members to attend the meeting to establish rapport with the new Council members. Rubich said she will make the changes and send the updated report to the Board for final review.

## BPL Updates

### a. BPL Management Updates

Kelsie Rubich, Interim Director: Following the rest of Staff updates, Rubich presented her updates to the Board:

- The draft questions for the Strategic Plan survey have been reviewed. Rubich will send a link to the Board and asked if they would take the survey as a test.
- Hiring updates: The patron services manager posting closes tomorrow. The Director post closed early October. Rubich said she had an interview last week and should know the result soon.
- Elections for the new Chair and Vice Chair will be held during the January 8 meeting.
- Reminder that the Library Board does not meet in December.

Megan Thomas, Interim Assistant Director: Thomas provided the monthly stats and had a few updates for the Board as well:

- Good Bear Day and the 1<sup>st</sup> Annual Craft Swap were big successes. Thomas said the door count on the day of the craft swap was 547.
- The library is partnering with Family Services and their Letters to Elders program. The bike library is set up as post office where patrons can drop letters. Staff will deliver the letters to Family Services to be distributed to area seniors.
- December is the bookmobile's 75<sup>th</sup> anniversary! There will be a display throughout the month of December, and an open house celebration will be held on December 3<sup>rd</sup> between 10:00 am and 2:00 pm. Rubich said she will send an invitation to the Board.

Victoria Contreraz, Interim Information Systems Coordinator: Contreraz told the Board the new server firewalls are installed. She noted Microsoft upgrades are upcoming. Contreraz also stated that November is National Notary Public month.

Jamie Bratlie, Library and Facility Coordinator: Bratlie told the Board the café is getting some new equipment to replace old and non-working items that cannot be repaired. A new ice machine and dishwasher will be installed soon.

- b. Friends of the Library: Rubich gave the updates for the Friends: the fall sale was very successful. The Friends will have a December pop-up sale on the 13<sup>th</sup>.
- c. Foundation: Tracy said Food for Thought was successful and fun this year. She said the Foundation met the income goal for the night. Planning for next year is now beginning. Tracy said she is currently working on the fundraising for Giving Tuesday, which is the Tuesday before Thanksgiving.

## Good of the Order

Darby said Rubich's membership to the Rotary Club is approved and he welcomed her.

Adjournment: 12:30 pm. Next meeting: 1/8/2026.

McSweyn/Paulson