

Billings Public Library  
September 14, 2017  
12:00 pm

## **MINUTES**

**Present:** Chair Stella Fong, Vice Chair Sue Bach, David Darby, Shanna Singleton-Deitsch, Cheryle Fisher, Bill Lamdin, Jennifer Quinn, Bernard Rose, Roger Young, Gavin Woltjer, Library Director; Tori Koch, Assistant Library Director; Kathy Robins, Systems Administrator; Mary Murphrey, Library and Facility Coordinator. Guests: Leslie Modrow, Library Foundation; Shari Nault, High Plains Book Awards.

### **Public Comment**

No public comment

### **Chair's comments**

Fong congratulated Fisher and Young on completing their Montana State Library Certification for Library Trustees.

### **Consent Agenda**

MOTION: Approve the consent agenda.

Approved

Rose/Lamdin

### **Strategic Plan (update)**

Woltjer reported that City Administrator Tina Volek recommended that he wait until a new City Administrator has been hired to present the new strategic plan to the City Council. The tentative timeline has a new City Administrator beginning in February or March. Woltjer noted that he will present a new plan timeline to the Board. He also noted that he would like to have the market segmentation consultant, Buxton Company, present their analysis to the Board.

Woltjer discussed anticipated employee retirements within the next five years which will require an estimated \$380,000 payout from the Library reserves.

Woltjer reported that he has had discussions with the City Administrator and City Attorney regarding the possibility of him giving speeches and earning speaker fees for the Library, which could create another revenue stream.

### **Friday Programming (update)**

Woltjer reported that new winter hours begin this week and Friday will be the first evening family program. He noted that the programs will be free, wholesome, family oriented programs.

He also reported that staff will begin a Library liaison program with School District #2. Staff will be sending a monthly email to the school librarians which will include the

monthly newsletter, schedule of Library events and an offer of assistance to the school librarian and their students.

### **Foundation Report**

Modrow reported that:

- The Banned Books Week Scavenger Hunt will be held September 26 – 30. Participants will be entered into a drawing for prizes and a VIP seat to the Foo Fighters concert in December.
- A Donor Appreciation Reception will be held in the Community Room on Friday, October 6.
- The Foundation is working on their strategic plan.
- There is a Phillips 66 tour this afternoon.
- The Foundation has two new board members:
  - Eileen McDonald
  - Mark Sanderson.

### **Friends of the Library Report**

Bach reported that:

- The FOL will have a sign-up table at the upcoming Civil Conversations:
  - Censorship in America, September 27
  - Meaning of Monuments, October 10.
- Their next book sale is scheduled for October 12-14.
- The FOL is sponsoring the reception and prizes for the Young Writers contest.

### **High Plains Book Awards Report**

Nault reported that:

- The High Plains Book Awards is scheduled for October 19-21.
- The Awards dinner is scheduled for October 21. Author Mandy Smoker will be the keynote speaker.
- Author Debra Magpie Earling will speak at the reception to be held in the Community Room on Friday, October 20. Nault encouraged the Board trustees to attend the reception.

### **Yellowstone Genealogy Forum Report**

Fong noted that P.J. Smith was not available to give a report. She went on to note that:

- The Genealogy Room had 38 visitors in July and 34 in August.
- On August 3, Smith assisted Robins and Lynne Puckett with a program on Irish genealogy. Forty-two individuals attended the program.
- Smith taught a class on Land Records on August 22. Seven individuals attended the class.

Adjourned at 1:00 p.m.