

August 14, 2008

MINUTES

Present: Board Chair Tony Hines, Vice Chair Shari Nault Pullar, Dan Carter, Denise Du Pont, Paulette Laszlo, Lyn McKinney, Lloyd Mickelson, Dave Ward, Jean Warner; Bill Cochran, Library Director; Jim Peters, Assistant Library Director; Dee Ann Redman, Systems Administration; Sandy Raymond, Senior Administrative Coordinator; Leslie Modrow, Development Director for the Library Foundation; Nikki Broch, President of the Friends of the Library; Don Allen, Montana State Library Commissioner; Kim Olsen, President of the Library Foundation; and Katie Walsh, JGA Architects

Public Comment

Guests were introduced:

Don Allen, Member of the State Library Commission currently serving on the Foundation Investment Committee

Kim Olsen, Principal Architect O2 Architects currently serving as Library Foundation President

Katie Walsh, JGA Architects

Consent Agenda

MOTION: Remove Item 2-C and include with Item 7 for discussion.

Approved **Mickelson/McKinney**

MOTION: Approve the Consent Agenda

Approved _____ Ward/Laszlo _____

Board Liaison to Foundation role

Allen, who has served in this capacity in the past, was asked to report on the liaison's role. Allen provided an historical review on how and why the Foundation was formed. He went on to explain that the Foundation was not formed to be a constant source of operating revenue for the Library, but to supplement the Library by funding special projects. The Board's Foundation representative is to share communication between the two groups and also to carry funding requests to the Foundation.

Mickelson polled several previous Library Board Foundation representatives and reported that he was advised of the duties as follows:

- Serves to relay actions and goals of the Library Board to the Foundation Board and then reports to the Library Board the response of the Foundation
- Serves as a member of the Foundation's nominating committee
- The role requires extra time because the liaison is active on both boards

Discussion followed regarding the Foundation's ability to collect and hold funds for the Library, separate from their endowment, for special projects and building funds. Allen reported that the Foundation has done this in the past. The group discussed the importance of getting an early start with funding for a new facility, at least two years ahead of the project, as libraries in Colorado and Wyoming have done.

MOTION: Draft a document that contains the job description for the Board Representative to the Foundation which also includes the Foundation's historical information.

Approved

Mickelson/Nault

Cochran suggested that the monthly Foundation report to the Board be consolidated into the Foundation Representative's report.

Ward suggested that the historical information for all Library groups and how they evolved be included in the Library Board handbook.

Mickelson, Olsen, Modrow, Nault, Du Pont and Cochran will work together to draft a job description which includes historical information.

MOTION: Accept the Foundation Report

Approved

Annual update to strategic plan

Cochran provided a background for the development of the plan which began in 2005 after the inter-local agreement between the City and the County was completed. Data was gathered and focus groups were formed from a wide sector of the community to develop the four current Services Responses, which were selected from a listing of options in Sandra Nelson's book *The New Planning for Results*. We are in the second year of the three-year plan which has been adjusted to meet changing circumstances.

The following items were reported on as current projects:

Objective 2.1

Planning is underway in partnership with the Foundation to teach civic discourse skills in advance of holding the meetings.

Objective 1.2

A facilities committee has been formed and is scheduled to have a report ready by January 31, 2009 ahead of the budget process with the City Council.

Cochran requested that discussion of any additions to the plan be scheduled for the September Library Board meeting.

Facilities and Funding Committee reports

Ward reported on the second Funding Committee meeting in July. A major decision is to be made in concert with the Facilities Committee to identify specific projects to determine the scope of the work. Ward also stated that it is important to work together with the County and School District #2 to coordinate plans for voter approved funding requests.

Carter reported that the Facilities group met in May and will meet jointly with the Funding Committee next week. The group is philosophical in nature where the Funding Committee is the reality group. Carter's group wants all possibilities discussed for Library facilities for downtown, West End and the Heights. The group agreed in concept to look at the community needs for library facilities based on square footage. He said the joint meeting with the Funding Committee next week should establish the responsibilities for each committee.

Allen reported that he has asked State Librarian Darlene Staffeldt to develop a proposal for funding libraries for presentation to the legislature during its next session.

Community Library Committee report

Cochran reported that a joint committee of 6 members from the City and 6 members from MSU-B has been working for a year on the joint Community Library project. The burden will be on the Library to put funding together to meet facilities and operational costs. A joint meeting of staff members of both organizations is planned for August 26.

High Plains Book Award

Mickelson reported that he is in charge of tickets for the banquet which will be in the MSU-B ballroom on Friday, October 17. The cost for a table of eight is \$300 and individual tickets are available for \$40. Winners in each award category will be announced at the event.

Other

McKinney requested a report from the people who visited the libraries in Colorado and Wyoming in July.

Adjournment