

April 14, 2011

MINUTES

Present: Chair Shari Nault, Vice-Chair Lloyd Mickelson, Sara Hudson, Lyn McKinney, Jennifer Quinn, Betty Richardson, Bernard Rose; Bill Cochran, Library Director; Dee Ann Redman, Assistant Library Director; Kathy Robins, Systems Administrator; Mary Murphrey, Administrative Coordinator; Leslie Modrow, Development Director of the Library Foundation; Ann Ferguson, Yellowstone Genealogy Forum; Julie Dial, Western Heritage Center; George Moncure, Tim Goodridge, Project Pitch – Radio.

Public Comment

None

Consent Agenda

MOTION: Approve consent agenda.

Approved

McKinney/Quinn

County Trustee vacancy letter of recommendation

Cochran noted that Hudson had re-applied for the vacant County Board seat.

MOTION: Direct Board Chair Nault to send a letter to the County Commissioners recommending Hudson for re-appointment to the Board.

Approved

Mickelson/Richardson

Low Power Radio Station

Cochran reported that Moncure and Goodridge hold a low power radio station license and were in need of a space to house the station to keep the license in the community. Cochran noted that in an effort to collaborate with the community radio station and help them meet FCC requirements to be operating this year the Library could provide space on the 3rd floor. There was also discussion surrounding a long-term relationship with the location of a digital studio in the new Library building. Moncure and Goodridge provided background information on their project and how the station could provide collaboration with the Library.

MOTION: Direct staff to pursue an immediate location for the radio station and continue to investigate the potential to program into the new Library facility.

Approved

Rose/Hudson

FY 12 Budget Status Report

Cochran updated the Board on the FY12 budget process. He distributed a copy of Administrative Order No. 115 which established the minimum fund balances for City departments based on historical cash flows. He noted that the Library's reserve was above the recommended dollars to allow for large capital purchases, emergencies, equipment breakdowns, fluctuations in revenues, or to be used towards a new building or renovation.

He noted that the Library's operating budget was stable; however, there was a possibility of a reduction in revenue due to tax protests and upcoming legislative action. Cochran noted that the Library's budget presentation was scheduled for May 16 at the Council Work Session. He invited Board members to attend.

- Supplemental Budget Requests – Cochran distributed copies of the FY12 supplemental budget requests (SBRs). The SBRs approved were:
 - Adult Summer Reading Program - \$2,000
 - Seasonal employee for Circulation - \$3,653
 - Digitization of Community Historical Resources - \$25,000
- Digitization Project Request Options – Cochran reported on two options for the digitization of historical resources.
 - Option A - The Library could collaborate with the Western Heritage Center using their equipment and trained staff to digitize over 1,500 items. Dial provided information to the Board on their process and expertise.
 - Option B – The Library could purchase the necessary equipment (high-volume book scanner with cameras, maintenance agreements, software, computer equipment, etc.) however, the Library is lacking in staff time and expertise to adequately complete the project.

Cochran's recommendation to the Board was to pursue Option A with the Western Heritage Center.

MOTION: Board support Option A.

Approved

Rose/McKinney

New Library Building Project

- Project Update from Foundation – Modrow reported that the Family Campaign was close to 100% participation and noted that the Library Foundation has contacted all Council members regarding the Capital Campaign. She distributed an informational campaign card being used for the Capital Campaign. Modrow announced that Food for Thought was scheduled for June 9.
- Project update from Library Director – Cochran reported that O2 Architects will present the Library schematic design at the April 18 Council work session. A presentation is scheduled for the Chamber of Commerce on April 18. Cochran noted that the land aggregation is going well. Terms have been finalized for the Clinic land exchange and the contract for the Stockman property should be approved by Council within the next several weeks.
- Report from Library Building Design Committee Chair - Mickelson noted that 170 people attended the two public meetings on April 12. He explained some of the unique features of the new Library building and suggested that marketing of the design should begin soon.

Adjournment 1:35 pm