

December 8, 2011

## **MINUTES**

**Present:** Chair Shari Nault, Vice-Chair Lloyd Mickelson, Sara Hudson, Lyn McKinney, Jennifer Quinn, Betty Richardson, Bernard Rose, Dave Ward; Bill Cochran, Library Director; Dee Ann Redman, Assistant Library Director; Kathy Robins, Systems Administrator; Mary Murphrey, Administrative Coordinator; Guests: Marcy Baumgartner, Library Foundation; Pat Bellinghausen and Ed Kemmick, Billings Gazette.

### **Public Comment**

Library Foundation Administrative Assistant Baumgartner introduced herself to the Library Board.

### **Consent Agenda**

MOTION: Approve consent agenda.

Approved

McKinney/Ward

MOTION: Add the annual Collection Management Policy certification as an agenda item.

Approved

Mickelson/McKinney

### **Collection Management Policy**

Cochran noted that the annual Collection Management Policy needs to be signed by the Board Chair and Director and returned to the State Library by December 31 for the Library to remain eligible for State funding.

MOTION: Authorize Nault and Cochran to sign the policy.

Approved

Rose/Ward

### **New Library Building Project**

- Project update from Library Director
  - Cochran noted that upon approval of the Library bond initiative the Library project has entered a new phase with staff shouldering the primary responsibility for site preparation which includes demolition of the Underriner building and rerouting of utilities. Cochran reported that the City's Engineering Division will manage this portion of the project. He also noted there was a possibility that some of the utility rerouting may be donated.
  - Cochran reported that the architects will be in Billings December 12 and 13 to meet with City staff and the Library Building Design Committee. He noted that the architects are scheduled to deliver construction documents March 16 and groundbreaking is planned for May/June.
  - Cochran suggested the Board write a letter to the Mayor and City Council, the County Commission, the Library Foundation Board and the Friends of the Library thanking them for their support of the project.

- Project update from Library Building Design Committee Co-Chair
  - Mickelson noted that the Committee will meet with the architects on December 13 to discuss the project status and timetable. He noted that an extended Committee meeting with the architects will be planned for January.
  - Cochran reported that he and Murphrey meet with the City's Purchasing Agent Liz Kamp-Weatherwax to discuss bid documents, timelines and City procurement guidelines. He noted that Board members receiving vendor inquiries should forward those requests to Murphrey. Cochran reported that Kampa will attend the upcoming Library Building Design Committee meeting and a future Library Board meeting to give an overview of City procurement procedures.
- Project Update from Foundation
 

Cochran noted that Leslie Modrow and Baumgartner are working on the annual appeal campaign and continue the capital fund raising effort.

### **Library Board Retreat**

- Set date, time, location
 

The Board agreed to reschedule the retreat for January 21 from 8am-4pm. Library staff will follow-up on an available location.
- Set agenda
 

The Board set the following agenda:

New Library

  - Roles
    - Board
    - Staff
  - Policy Discussion
  - Vertical vs. Recessed Monitors in public computing center
  - Security – City Attorney's Office/Billings Police Department/Guardian Security
    - Customer Code of Conduct
    - Abusive, threatening or menacing language or gestures
    - Unreasonable, intentional noise disrupting the ability of others to use the library
    - Taunting, stalking, following, challenging or provoking an individual
    - Failure to wear shirts/shoes
    - Hindering or impeding or preventing the movement of an individual into, out of or about a library facility or vehicle
    - Use of public restrooms or library facility for bathing, shaving or laundering purposes
    - Definition and prohibition of weapons
    - Public displays of affection
    - Gambling, panhandling, soliciting or any activity conducted for personal profit except when sponsored by the library
    - Bringing in bulky items that take up excessive space

- The library reserves the right to restrict the number of people at a table or in an area
- Discontinue or relocate the courtesy Phone
- Security cameras and associated privacy protections
- Bags and briefcases are subject to inspection at exits
- Background checks for staff or volunteers who work with children
- Art – Robyn Peterson/Tina Volek
  - Current inventory
  - Guidelines for Art Committee accessions
- Security topic memo  
Cochran reviewed the December 8 memo regarding potential library security topics as well as patron conduct policies used by other libraries. He will follow up with the City Attorney's office regarding their research on case law regarding library security and patron conduct.

Meeting adjourned 1:25pm