

January 12, 2012

## **MINUTES**

**Present:** : Chair Shari Nault, Vice-Chair Lloyd Mickelson, Sara Hudson, Bill Lamdin, 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; Leslie Modrow, Development Director of the Library Foundation, Pat Bellinghausen, Billings Gazette.

### **Public Comment**

Rose noted that he will oversee the One Book Billings program. He reported a good turn-out for January's book *Tears of Darkness*.

Cochran reported that Stockman Bank has invited the Board to an open house in its new building at 4<sup>th</sup> and Broadway on Wednesday, January 18 from 5-7pm.

### **Consent Agenda**

MOTION: Approve consent agenda

Approved

McKinney/Ward

### **New Library Building Project**

- Project update from Library Director
  - Cochran reported that planning work has begun on the demolition of the Underriner building. He noted that abatement testing has been done and that City Engineer Deb Meling is in the process of obtaining cost estimates for abatement. He noted that the demolition contract should be let in February.
  - Cochran noted that on January 17 the architects will meet with Library staff to review their work areas. They will meet with the Library Building Design Committee that evening to review LEED certification and Library finishes.
- Report from Library Building Design Committee Co-Chair
  - Mickelson reported on the December 13 Design Committee meeting. He noted that the next meeting will be held January 17. The agenda will include LEED certification, a site preparation report by City Engineer Deb Meling, project status and timetable update and a presentation from the architects on interior and exterior finishes.
- Project update from Foundation
  - Modrow noted that the Foundation is working on a contract with the architects. She reported that they are also working with the City Finance Department on the bonds and payment from the Foundation's Capital Campaign funds to the City for bond retirement.

- Modrow reported that Tom Nelson offer a catered dinner with proceeds from the auction going back to the campaign.

### **Library Board Retreat**

- Cochran confirmed that the Library Board Retreat will be held Saturday, January 21 from 8am-4pm at the Crowley Fleck Law Firm in the Transwestern Tower.
- Nault noted that the agenda for the retreat needs to be finalized
  - Cochran distributed a memo requesting that a security protocol discussion be held with representatives from the City Attorney's Office, the Billings Police Department and Guardian Security.
  - Cochran distributed copies of a staff ranking of proposed security topics with a recommendation that they be discussed at the retreat.
  - Cochran distributed copies of the Kreimer v. Morristown and Neinast v. Fairfield, Ohio legal cases as well as copies of other public library policies he used to develop his previously distributed list of proposed policy changes.
  - Board members developed the agenda for the retreat (see Addendum A).
  - Nault noted that Cochran will accept further suggestions/comments on the agenda until 5pm tonight.

Adjourned 1:30 pm

Parmly Billings Library Board Retreat  
January 21, 2012 - 8 am – 4 pm  
Crowley Fleck Law Firm - 5<sup>th</sup> Floor – TW II  
490 N 31<sup>st</sup> Street

## AGENDA

### New Library

1. Roles in new building design and construction process
  - a. Board
  - b. Staff
2. Things that will change for staff
  - a. Self checkout/self check-in
3. LEED gold score sheet
4. Security – City Attorney’s Office/Billings Police Department/Guardian Security
  - a. Security panel discussion
  - b. Customer Code of Conduct
  - c. Abusive, threatening or menacing language or gestures
  - d. Unreasonable, intentional noise disrupting the ability of others to use the library
  - e. Taunting, stalking, following, challenging or provoking an individual
  - f. Failure to wear shirts/shoes
  - g. Hindering or impeding or preventing the movement of an individual into, out of or about a library facility or vehicle
  - h. Use of public restrooms or library facility for bathing, shaving or laundering purposes
  - i. Definition and prohibition of weapons
  - j. Public displays of affection
  - k. Gambling, panhandling, soliciting or any activity conducted for personal profit except when sponsored by the library
  - l. Bringing in bulky items that take up excessive space
  - m. The library reserves the right to restrict the number of people at a table or in an area
  - n. Discontinue or relocate the courtesy Phone
  - o. Security cameras and associated privacy protections
  - p. Bags and briefcases are subject to inspection at exits
  - q. Background checks for staff or volunteers who work with children
  - r. Balance constitutional rights and safety/security issues
  - s. Trustee comments
5. Policy Discussion – Annual housekeeping changes
6. Vertical vs. Recessed Monitors in public computing center
7. Art – Robyn Peterson/Tina Volek
  - a. Current inventory
  - b. Guidelines for Art Committee accessions