

March 12, 2015

MINUTES

Present: Vice Chair Stella Fong, Sue Bach, Bill Lamdin, Jeana Lervick, Alex Martin, Jennifer Quinn, Bernard Rose, Bill Cochran, Library Director; Kathy Robins, Systems Administrator; Mary Murphrey, Administrative Coordinator; Leslie Modrow, Library Foundation Development Director, Corrina Graham Martin, Friends of the Library President.

Public Comment

Cochran reported that the Contractor should be back on site the end of March with a completion timeframe of eight weeks.

Graham asked about the hanging of the four water color pictures in the Children's area. Cochran noted that locations have been identified and they should be hung soon.

Consent Agenda

MOTION: Approve the consent agenda.

Approved

Rose/Quinn

FY Budget Status

Cochran discussed the upcoming construction mediation to be held the first week of April. He noted that he was hopeful that some funds will be recovered for the additional expenses.

Cochran discussed the Library's obligated reserve funds as well as the unobligated funds. He noted that staff identified \$85,000 in deferred spending for the current fiscal year in an effort to minimize the use of cash reserves.

Cochran noted that once again the guideline for the FY16 budget is a zero percent increase in the O&M budget. He noted that all increases have to be submitted for review by the City Administrator and Finance Department as a supplemental budget request. He reported that supplemental budget requests were submitted for:

- A strategic planning process - \$35,000
- TECH Lab seasonal employee - \$29,500
- Vista Volunteers - \$4,900
- Funds to help pay for a replacement vehicle - \$3,000

Complete Board Committee reorganization review

Cochran distributed a copy of the Library Foundation's Governance and Board Development Committee Charter. After some discussion it was recommended that the Ad Hoc Nomination Committee become the Governance Committee.

MOTION: Change Ad Hoc Nomination Committee to Governance Committee.

Approved

Rose/Quinn

Cochran discussed the role of the Programming Committee. There was a consensus that programming is a staff function and not a role of the Board.

MOTION: Eliminate the Programming Committee.

Approved

Rose/Quinn

Cochran suggested that the Ad Hoc Time Capsule Committee be renamed to the Rededication Committee and that it become active again in preparation for the upcoming rededication of the facility.

MOTION: Rename the Ad Hoc Time Capsule Committee to the Rededication Committee.

Approved

Rose/Lervick

Fong asked for Board participation on the following committees. The following Board members agreed to serve on the committees:

- Governance Committee – Hudson, Rose, Martin, Fong
- Ad Hoc Strategic Planning Committee – Hudson, Lervick, Bach, Fong
- Art Committee – Rose
- High Plains Book Awards Committee – Lervick, Fong, Rose
- Rededication Committee – Lamdin
- South Central Federation Advisory Board Member – Quinn
- Friends of the Library Liaison – Bach
- Billings Public Library Foundation Liaison – Rose

Board Retreat Report

Cochran noted that Terri Profota with Sage Solutions Nonprofit Consulting submitted a copy of her retreat notes. He discussed the tasks that already had been accomplished by the Board. He also discussed the upcoming strategic plan and noted that four market segmentation software companies had been reviewed by the managers.

Cochran noted that using a combination of the *The New Planning for Results* process with market segmentation software data would be a more effective approach. He asked for Board discussion on the broad direction, components, and timetable for the strategic planning process and its goals to take place in coming months.

Adjourned 1:05 p.m.