

August 13, 2015

MINUTES

Present: Chair Stella Fong, Sue Bach, Cheryle Fisher, Sara Hudson, Jennifer Quinn, Bernard Rose, Bill Cochran, Library Director; Dee Ann Redman, Assistant Library Director; Mary Murphrey, Administrative Coordinator, Leslie Modrow, Library Foundation Development Director, Guest: P.J. Smith, Yellowstone Genealogy Forum.

Public Comment

Fong welcomed Fisher to the Library Board of Trustees.

Rose noted that there are four novels and one non-fiction work for this year's One Book Billings. Rose reported that all the authors are either coming to Billings or Skyping in for the final discussions about their books.

Smith distributed informational bookmarks about the Genealogy Room. She encouraged everyone to attend the upcoming Sons of Norway tree dedication on September 1.

Redman announced her new position at the Library as a Reference Librarian.

Consent Agenda

MOTION: Approve the consent agenda.

Approved

Rose/Quinn

Chair's Comments

- a) Introductions - Fong asked for comments from the Board regarding what they would like to accomplish as a Board.

Fong noted that she would like to know more about the Library and would like to meet Library staff. She also expressed a desire for short tours of the Library.

Quinn noted that she likes the continuing education activities.

Hudson noted her interest in the upcoming strategic planning process and providing programs that the community desires.

- b) High Plains Book Awards Banquet, Saturday, October 3, 6:00 p.m. – Fong reminded the Board of the upcoming banquet.

Cochran reported that the Board has in the past helped sponsor the High Plains Book Awards and the emeritus speaker. He noted that the Library sponsors a table for the Board members. Bach, Fisher, Hudson and Rose will attend.

- c) Library Rededication Committee meeting, Friday, August 14, noon. - Cochran noted that:
 - September is National Library Card Sign-Up Month.
 - The Tattered Covers exhibit of children's books from the 1940s through 1960s will be at the Library September 4 – October 18.
 - Wayne Wiegand will be at the Library on September 26 for an author talk about his new book, *Part of Our Lives: A People's History of the American Public Library*.
 - A Rededication Committee meeting will be held August 14 at noon. The Board was encouraged to participate. Fong agreed to join the committee.
 - Will Bruder will send a sketch for the suspending the time capsule in the Montana Room.
- d) Board Retreat planning – Cochran will poll the Board on available dates for the retreat. January 9 was discussed as a tentative date.

Board Development Committee

- a) Confirm Committee Membership – Fong confirmed Board participation on the following committees:
 - Board Development – Fong, Hudson, Rose, Martin
 - Ad Hoc Strategic Planning Committee – Chair Cochran, Co-chair Lervick, Bach, Fong, Hudson, Library management team.
 - Art Committee – Rose
 - High Plains Book Awards Committee – Lervick, Fong, Rose
 - Rededication Committee – Lamdin, Fong
 - South Central Federation Advisory Board Member – Quinn
 - Friends of the Library Liaison – Bach
 - Billings Public Library Foundation Liaison – Rose
- b) Meeting to develop by-laws at 1:00 p.m. – Cochran reminded the Board of the meeting immediately following the Board meeting. The Board discussed the necessity for by-laws. Cochran will research if other City Boards have by-laws.

Strategic Planning Committee

- a) Confirm Committee membership - Fong confirmed the members of the Strategic Planning Committee.
- b) Marketing RFP process – Cochran reported that staff will issue an RFP for a marketing segregation analyses. He noted that one year of usable data needs to be gathered to help develop the Library's strategic plan. He suggested that while the data is being collected the Board could review other community needs assessments/strategic plans and at other public library strategic plans to identify best practices.

Fong noted that she would poll the committee members to schedule a time for the committee to meet. Hudson suggested that the strategic plan discussions be held during the regular board meetings.

- c) Fong introduced staff member Amy Fugate. Fugate gave an overview of her job duties and responsibilities.

Adjourned at 1:05 p.m.