

**TO: BILLINGS PUBLIC LIBRARY BOARD**

**FROM: BETTY RICHARDSON, TRUSTEE  
BILL COCHRAN, LIBRARY DIRECTOR**

**RE: PROGRAMMING COMMITTEE**

**MEETING DATE: AUGUST 14, 2014**

### **RECOMMENDATION**

As Co-Chairs of the Programming Committee, we recommend that members of the Committee be appointed as identified by the Ad-Hoc Programming Committee and that the Programming Committee meet in September to begin its work.

### **BACKGROUND**

At its January 4 Retreat, the Board established an Ad-Hoc Programming Committee, including representatives of Library staff, the Board of Trustees, the Library Foundation, and the Friends of the Library, and chaired by former trustee Lyn McKinney.

This Committee met on February 7 and developed a set of recommendations, which were presented to the Board of Trustees at its March 13 monthly meeting.

Among the recommendations was the following.

*The committee recommends there be a standing programming committee (not necessarily the name of the committee, but speaks to the narrow scope of the committee) created. The committee should be charged with:*

*Helping set up an annual calendar of programs and an organizational plan for programming  
Meeting 3 to 4 times a year on an as needed basis*

*Helping generate programming ideas and help develop them at quarterly meetings*

*Deciding on a signature annual event (or as time goes on, possibly a signature series of events)*

*Committee make-up should include:*

*2 representatives from the Library Friends*

*2 representatives from the Library Foundation*

*2 representative from the Library Board*

*4 Library Staff – each representing, children, teens, adults and management*

*Those present felt strongly that this standing committee will be more effective if it is smaller rather than larger.*

Subsequent to the February 7 meeting, McKinney regrettably resigned from the Committee. Board Chair Sara Hudson appointed Betty Richardson and Bill Cochran to Co-Chair the Committee at the June 12 monthly meeting of the Board. Richardson and Cochran met on July 21 and reviewed all of the records of the Committee.