

Billings Public Library
January 9, 2016
12:00 pm

MINUTES

Present: Chair Stella Fong, Sue Bach, Cheryle Fisher, Bill Lamdin, Alex Martin, Jennifer Quinn, Bernard Rose; Bill Cochran, Library Director; Mary Murphrey, Administrative Coordinator; Corrina Graham-Martin, FOL President. Guest: Stephen Dow, Billings Outpost

Public Comment

Rose noted that One Book Billings discussions of Ken Egan's *Montana 1864* would take place during the week of January 10 and that Mr. Egan would be reading from and discussing his book on January 16 at 1:00 p.m.

Orientation

Interlocal Agreement - Cochran discussed the Interlocal Agreement between the City and the County. He highlighted that the Board's responsibilities are to:

- Prepare a three-year plan for Library services and programs which serves as direction for staff.
- Review and approve requests for grant applications and funding.
- Review and act on significant gifts to the Library.
- Review and approve Library policies relating to public services, programs and use of the Library.

Bylaws – Rose reviewed the changes to the Bylaws, noting that the major difference is the new Board Development Committee, which is tasked with developing and managing new trustee orientation, encouraging continuing education and Montana State Library certification for trustees, as well as soliciting candidates for board officers.

MOTION: Move to endorse the County Commissioners recommendation to appoint Roger Young as the County Board Trustee.

Approved

Martin/Lamdin

2015-2016 Library Policies – Cochran provided a brief overview of the Customer Service items in the Library Policies handbook. He highlighted that review and adoption of these policies are one of the Board's primary responsibilities. He also noted that the annual policy review will be presented at the February 11 Board meeting.

Continuing education and certification - Cochran discussed the State Library's requirement that Library Directors be certified. He also discussed staff and Board certification programs. Fong determined that there was Board consensus to continue offering continuing education opportunities to trustees during the hour before Board meetings and asked staff to inquire about certification credit for the Board retreat and other activities that trustees participate in.

Friends of Billings Public Library – Bach reported on:

- The upcoming winter book sale scheduled for January 28, 29 and 30.
- The Book Nook continuing to be very productive.
- Work being done to increase membership.
- Volunteer opportunities.
- Acceptance of donations.
- Distribution of proceeds.

Billings Public Library Foundation – Rose discussed some of the functions of the Foundation, such as:

- Food for Thought event.
- Royal Johnson event.
- One Book Billings.
- Receipt of donations for children books.
- Search for sources of funds.
- Receipt of endowment gifts.

Tour of the Library – Cochran gave the Board a tour of the Library, including both public and staff work areas.

Maximum fine policy revision

Cochran reported that the Montana Shared Catalog libraries is implementing a change that requires member libraries to either have no cap to overdue fines or to have a maximum fine of \$10.00 per item. He noted that the Library's current maximum fine is \$5.00.

MOTION: Move to accept staff's recommendation to change the policy handbook to reflect the increase of the maximum fine for overdue library materials from \$5.00 to \$10.00 per loan period.

Approved

Lamdin/Rose

Library Board calendar

Cochran discussed the draft copy of the 2016 Board calendar. Cochran will add the Montana State Library fall workshop, Food for Thought, Friends of the Library's book sales, and similar events to the calendar.

Election of Officers

MOTION: Appoint Fong as the Board Chair and Lervick at the Vice Chair.

Approved

Rose/Quinn

Strategic Planning

Board & Staff development of key service focus areas - Fong asked each Board member to share their suggestions for key service focus areas for the community. The suggestions included:

STEAM (Math)

Tech Lab

- All age groups
- Tweens, adults, seniors,
- Partner with Chicks in Science

Mass Survey

- Cardholders and non-users

Community Awareness/Engagement

More senior outreach

- Especially tech.

Signature events (like Gaiman, HPBA and Bookfest)

- Include teens and tweens
- Authors, music, use of parking lot
- College night/parent panel

Partner with the Farmers Market

Publicity

Brings teens in to research

- Include transportation

Competition for people's time

Branches

Literacy/adult

How do we keep ahead/up with how people access information?

Gather emails/social media

Marketing coordination

Inter-institutional cooperation

English as a second language (ESL)

Give people a reason to leave home and come to the Library

Read and write

Connecting to the online world

Stimulate imagination and creativity

Community/social interaction

A supplemental budget request (SBR) to replace current City Capital Improvement Program (CIP) language – Cochran discussed the current CIP which proposes a joint Library at the MSU-B City College and conducting a site study for a branch in the Heights. He noted that staff recommends development of a comprehensive 10-year facilities plan, including branches, during FY17, instead.

MOTION: Move to delete the current CIP language referring to the collaboration with MSU-B and the Heights site study.

Approved

Lamdin/Fong

Adjourned at 2:55 p.m.