

Billings Public Library
July 12, 2018
12:00 pm

MINUTES

Present: Chair Stella Fong, Sue Bach, David Darby, Lloyd Mickelson, Jennifer Quinn, Shanna Singleton-Deitsch, Roger Young, Gavin Woltjer, Library Director; Mary Murphrey, Library and Facility Coordinator. Guests: Clare Young, Friends of the Library; P.J. Smith, Yellowstone Genealogy Forum.

Public Comment

None

Chair's comments

MOTION: Change Agenda Item 8 to a Genealogy Report.

Approved

Mickelson/Bach

Fong noted that:

- The Block Party was a fantastic event.
- She would like Mickelson to head up a speaker's group to help spread the word on the new Strategic Plan.
- The Friends of the Library, along with Library staff will attend SummerFair.

Consent Agenda

MOTION: Approve consent agenda.

Darby/Bach

Strategic Plan

Woltjer reported that:

- The Strategic Plan will be published at the end of the month and go into effect July 1.
- The appendices will contain a section highlighting each unit of the Library. The highlights will anchor back to statistics.
- He will present the plan to staff at an upcoming staff training.
- He would like the Board to report to him on their observation of staff's customer service skills, as well as their knowledge of the Library and services.
- The County Commissioners were very supportive of the Library.

Fong asked that a copy of the plan be distributed to the Board by July 25.

Director Evaluation

Fong asked the Board to send her their comments regarding Woltjer's performance over the past year.

Board By-laws

Fong discussed:

- The succession plan for the Chair and Vice Chair positions. She noted that an executive committee should be formed to nominate Board members for the

positions. Young agreed to be a nominee for the Chair position. Fong asked for suggestions for the Vice Chair and noted that a vote will be held this fall.

- Board attendance and encouraged all Board members to attend the meetings. She suggested that when a Trustee cannot physically attend a meeting that a conference call or some other means be arranged.

Friends Report

Bach noted that:

- A Pop-up sale was held during the Block Party and it went extremely well.
- The FOL attended the Strawberry Festival and distributed information on FOL membership.
- The FOL will participate in SummerFair.
- They are working on improving their Instagram and Facebook presence.
- They are designing a brochure to help get the word out regarding the services they provide.

Genealogy Report

Smith reported:

- That a new bookmark has been developed.
- That she will be working with Woltjer to update the MOU between the Genealogy Forum and the Library.
- Genealogy inquires have been lower this past year.
- That she has helped teach classes and they have been well attended.

Adjourned at 1:00 p.m.