

JOINT LIBRARY PROJECT COMMITTEE

Meeting Minutes: 26 July 2007

Present: Eakle Barfield, Bill Cochran, Bruce McCandless, Suzanne Reymer, Jane Howell, John Cech, Val Martinez, Lloyd Mickelson, Brent Roberts

Not Present: Peggy Gaghen, Don Jones, Rita Kratky

Meeting called to order at 10:36 AM by Eakle Barfield.

A. Introductions and Scope of Project: Eakle Barfield

Discussion of current COT and Parmly Billings Library locations and service areas. Planned 50,000 sq ft building. Representatives have worked with School District 2 in planning, acquiring land; also, have attended neighborhood task forces and made presentations on proposed library. Reviewed COT Master Plan, including parking, revised entryway, and soccer field plans.

B. Site Feasibility Issues: Bill Cochran

Importance of location, visibility, accessibility. Location: Patrons should be able to get to library from home within 15 minutes. Proposed library originally envisioned along Central Avenue, SW of current COT building. This changed with plans for new soccer field, approved in June 2007. Mr. Cochran recommended that a site feasibility study be conducted as soon as possible to examine accessibility and visibility.

C. City Planning/Budgeting Procedures: Bruce McCandless

Reviewed the following:

1. *Capital Improvement Plan:* A two-year cycle, one year public participation, one year staff review. Projects must be submitted to be in the CIP by January.
2. *Budget:* Fiscal year runs July 1-June 30. Process for reviewing and finalizing budget begins in January, with final approval before July 1.
3. *Bonds:* Method of paying for capital improvements. Proposed library would involve general obligation (GO) bonds, for which an election is required. Election for proposed library GO bond issue is slated for Fiscal Year 2009.

Discussion of previous bond issues in the city – Mr. McCandless stressed the need for public opinion polling to aid in marketing and promotion.

D. MSU Billings Long Range Building Program

Reviewed the process of proposing building projects in the university system. MSU Billings projects submitted to MSU, which compiles a prioritized MSU projects list, which is integrated with University of Montana projects to form a combined Montana University System (MUS) projects list. This list is approved by the Board of Regents, after which it is submitted to the Governor for approval and then voted on by the Legislature.

E. Brainstorming – Things to Do: Everyone

Siting	MOU	Financing	Fundraising	Timeline
Policies	Staffing	Operations	Maintenance	Networking
Licensing	Conference Space	Joint Use Space	Parking	Security
Insurance	Furnishings	Daycare	PR/Media	
Mission	Opinion Polling	Online collaboration	Road trips	

F. Next Meeting: One month.

Eakle's secretary will work out specific meeting time in last week of August.