

## JOINT LIBRARY PROJECT COMMITTEE

Meeting Minutes: 9 September 2007

*Present:* Bill Cochran, Bruce McCandless, Suzanne Reymer, Jane Howell, John Cech, Rita Kratky

*Not Present:* Eakle Barfield, Peggy Gaghen, Don Jones, Val Martinez, Lloyd Mickelson, Brent Roberts

Meeting was held at Parmly Billings Library and called to order at 11:40 AM by Bill Cochran.

### A. Subcommittees: Chairs

Subcommittee Chairs reported on recruitment efforts as follows.

1. **Funding/Financing – Bruce McCandless (Chair)**  
Dan Carter and Kathie Riggs confirmed  
Leslie Modrow – need to contact
2. **Governance – John Cech (Chair)**  
Bill Cochran, Leslie Taylor, and Brent Roberts confirmed  
Brent Brooks – need to contact
3. **Policies – Jane Howell & Suzanne Reymer (Chairs)**  
Mike Barber, DeeAnn Redman, and John Cech confirmed  
Peggy Gaghen – need to contact
4. **Planning – Bill Cochran (Chair)**  
Dan Carter, Rita Kratky, Jim Peters, Lynne Turner Fitzgerald, and Saree Couture – confirmed  
Don Jones - declined
5. **Facilities – Eakle Barfield (Chair)**  
Brent Roberts, Lloyd Mickelson, and Kim Olsen confirmed

### B. Next Steps: All

Subcommittee Chairs are directed to complete recruitment and plan and hold Subcommittee meetings to develop Statements of Purpose based upon the following topics identified at the July and August meetings, and draft timetables. The Subcommittee meetings should be held timely so that written reports are submitted to the Committee Co-Chairs by October 26, so that they can be distributed to Committee members prior to the next meeting of the full Committee.

1. **Funding/Financing** – Fundraising, Capital Improvement Plan, Long Range Building Program, Federal Appropriations & Grants
2. **Governance** – Memorandum of Understanding, Insurance, Legal Issues
3. **Policies** – Operations, Programming, Licensing, Networking, Staffing, Online Collaboration
4. **Planning** – Mission, Opinion Polling, Needs Assessment, Case Statement, PR/Media, Commons, Timeline/Schedule, Community College, Awareness of Relationship to Main Library & Heights, Road Trips
5. **Facilities** – Siting, Access, Parking, Conference Space, Furnishings, Joint Use Space, Daycare, Maintenance, Security

Cech will contact MSU-Billings IT regarding the establishment of a portal that will permit Committee and Subcommittee members to work online collaboratively. Howell will contact Roberts regarding maintenance of the portal.

**E. Next Meeting: 11:30 a.m., Thursday, November 1, 2007, MSU-Billings Main Library**