

## JOINT LIBRARY PROJECT COMMITTEE

Meeting Minutes: 1 November 2007

Present: Eakle Barfield, John Cech, Bill Cochran, Peggy Gaghen, Jane Howell, Rita Kratky, Valerie Martinez, Kim Olson, Suzanne Reymer, and Brent Roberts

Not Present: Bruce McCandless, Lloyd Mickelson

Guest: Tina Volek

Meeting was held at MSU Billings Library, 3<sup>rd</sup> Floor Conference Room and called to order at 11:30 AM by Eakle Barfield.

- A. Minutes of the August 30 and September 9, 2007: Eakle Barfield  
Minutes were reviewed and approved. It was noted that Kim Olson's name was spelled incorrectly: should be with an "o." It was also noted that Jane Howell's name should be added to the list of Planning Committee members.
  
- B. Subcommittee Meeting Reports: Eakle Barfield  
Eakle reminded participants that each subcommittee had been tasked with bringing a draft of their statement of purpose and project timelines. Eakle distributed minutes of the subcommittee meetings for Facilities, Planning and Policies.
  1. Facilities Subcommittee: Eakle Barfield  
This committee met on October 23, 2007. Eakle distributed a proposed, draft project timeline for facilities. It was noted that Phase 3 included an incorrect date. February 10, 2007, should be changed to December 10, 2007. Relative to this timeline, members noted that siting for the library building on university property is an unresolved issue. A question was asked about realistic timelines needed for each entity to obtain appropriate and necessary approvals.  
  
The University's timeline will extend through two bienniums. It was submitted as the University's #2 funding priority. The current plan is to build the building in July 2009.
  2. Planning Subcommittee: Bill Cochran  
This committee met on October 24, 2007. Rita Kratky reported out on the work the committee completed. Minutes of the meeting reflected the committee's draft scope of work. No project mission was presented at this time.
  3. Policies Subcommittee: Jane Howell  
This committee met on October 26, 2007. The co-chairs presented an outline of the policy issues that were identified. This group did not submit a project mission and/or timeline at this time.
  4. Governance: John Cech  
This committee had not met at the time of this meeting. The first meeting is slated to occur the week of November 5, 2007. John report reported that several copies of similar project Memos of Understanding were available and could be used as templates for building one for this project. (Front Range Community College and San Jose State)
  5. Finance: No report

C. Issues: All

1. Bill Cochran made a suggestion to tackle the governance issues by drafting two documents:
  - 1) A letter of agreement under which the two entities can operate prior to executing a memorandum of understanding; and
  - 2) A memorandum of understanding finalized before any election ballot is created.
2. A lengthy discussion ensued about the library siting on the COT campus. Committee members representing the Library listed the following concerns/issues:
  - a. Visibility and access from Central Avenue are of paramount importance. The soccer field has been placed in the location formerly planned for the Joint Community/College Library.
  - b. Parking must be adjacent to the Library's entrance.
  - c. Communication between the city, county, library and University leaders must be straightforward, ongoing and open.

Eakle spoke to several of the concerns raised relative to siting. He shared that over 400 parking spaces exist adjacent to each of the proposed library sites. John Cech added that as the COT evolves to be a community college branch of the University, enrollment will increase, particularly part-time students. With increased student enrollment, with both entities serving the same audience, traffic patterns will create a flow of movement into the campus. A new entrance, built east of the former one, will also add to the library's access and visibility.

Eakle closed this discussion by suggesting a meeting among the principle project leaders: Dr. Sexton, Bill Cochran, Tina Volek and Eakle Barfield. Timing of this meeting is important and should occur prior to the next meeting of the Joint Community Library Committee.

The next meeting of the committee was scheduled for Thursday, December 6 at 11:30 am at the College of Technology.

The meeting was adjourned at 1 pm.