

**Billings Community Library Committee**  
**Meeting Minutes**  
**September 25, 2008**  
**MSUBillings Library**

**Present:** Bill Cochran, Peggie Gaghen, Jane Howell, Bruce McCandless, Lloyd Mickelson, Bruce Putnam, Brent Roberts, Susan Stewart

**Not Present:** John Cech, Suzanne Reymer, Rita Kratky, Eakle Barfield, Kirk Lacy

- 1.) Meeting was called to order at 11:45pm at the MSUB Library, 3<sup>rd</sup> floor classroom.
- 2.) August 21, 2008 Minutes were adopted as distributed.
- 3.) **City Report.** The city council approved the preliminary Memorandum of Understanding prepared by the Governance Subcommittee which requests \$75,000 from each, the city council and the university. This funding will take us to the development concept of the timeline which includes issuing a RFQ (request for qualification) for an architect, drafting the program, and developing the concept.
- 4.) **Facilities Committee.** Lloyd Michelson reported the Colorado trip highlighted the sense of urgency. The Facilities committees met Tuesday and are recommending the subcommittees meet more often and establish deadlines. He suggested Bill C and Eakle B attend all the subcommittees meetings.  
The Joint Community Library Time line chart outlines the tentative general timeline of the entire project. At the development concept point, the legislature is in session and would be opportune to present funding proposals.  
Once the RFQ is issued, qualified architects will apply and 3 will be selected. Those 3 will receive 3 weeks to prepare a proposal. At the same time, a library consultant should be selected.  
Bill C indicated it is imperative to work each subcommittee's tasks into the timeline. Several items should be on the timeline such as the final MOU outlining funding, staffing, operational, and maintenance items.
- 5.) **Funding Committee.** Bruce Putnam reported he was delighted to facilitate the funding of the project. A meeting with the Chancellor and the City Administrator is important to lay the funding foundation which will determine the funding model and how to proceed. This funding model must be clearly defined to establish each entities roles and responsibilities. Once established, funding criteria and compliance issues can be added to the timeline. Deadlines for bond issues and mill levies need to be addressed. Timing is important.

- 6.) **Governance Committee.** John C has arranged a conference call with Brent Brooks, city attorney and Leslie Taylor, MSU's attorney. An Operating Agreement MOU with the funding model and the operating model needs to be completed. The committee has excellent examples it can build on.
- 7.) **Planning Committee.** Bill C indicated the committee has finished the vision, mission, and scope of work. The needs assessment will help dictate the design, amenities, and features in the project. All subcommittees should receive correspondence of the progress of the design. The planning committee is still working on assisting obtaining community input on the project. The committee's site visits have proved invaluable to the group.
- 8.) **Policies Committee.** On August 26, the committee obtained input from both entities. The discussion was lively and highlighted many valuable ideas. This project is a new type of library service, not public, not university but a hybrid of community and college services. Jane will share her notes from the meeting and Brent B will share his power point presentation.

The meeting adjourned at 1:00pm

Susan L Stewart