

Community Library Committee
Meeting Minutes June 19, 2008
Montana State University – Billings Library

Present: Eakle Barfield, Bill Cochran, Rita Kratky, Lloyd Mickelson, Suzanne Reymer, Bruce Putnam, Brent Roberts

Not present: John Cech, Peggie Gaghen, Jane Howell, Bruce McCandless, Valerie Martinez

1. The meeting was called to order at 11:30 pm.
2. The minutes from the May 15, 2008 meeting were approved as distributed.
3. **City Update** (Bill Cochran) – Bruce Putnam, retired Director of Aviation and Transit for the City of Billings, was introduced as a new City appointee filling the vacancy of Council Member Don Jones. Putnam will meet with the Facilities and Funding Subcommittees for the next few months to determine if those are a good fit for both him and the subcommittees. The City Council approved the FY09 budget, including the Library's supplemental request to re-budget \$150,000 for planning for the Community Library project, with the condition that no more than \$75,000 be spent during the coming fiscal year unless matched by the University.

University Update (Eakle Barfield)

Val Martinez is moving to a position at another institution and the University will be appointing another representative to fill the vacancy she leaves on the Committee.

4. Subcommittee Reports

Facilities – Barfield again distributed copies of the draft Scope of Work and Proposed Budget documents he had prepared and previously distributed. He reported that the only feedback he had received was from the City Attorney regarding technical issues on the Scope of Work. Cochran expressed concern that a library building consultant and/or staff input from both libraries be addressed in the Scope of Work. Pointing out that the need for action is becoming urgent if the project is to have a chance to move forward on the current schedule, Barfield asked that:

- ✓ **All comments on the draft Scope of Work and Proposed Budget be sent to Barfield no later than July 10, so that they can be incorporated into the documents and reviewed and acted upon by the Committee at its July 17 meeting.**

Putnam reinforced Barfield's comments about the urgency of moving forward to meet the proposed project schedule.

Funding – Has not met. Cochran reported that Subcommittee Chair McCandless had expressed a need for additional subcommittee members to accomplish its work. Cochran committed to meeting with McCandless to address this need.

Planning – Cochran presented a PowerPoint on a site visit to the dedication and grand opening of the new Library, Archives, and Administration Building on the campus of Little Big Horn College on June 11, 2008. Kratky, Mickelson, and Reymer also reported on the site visit and the facility.

Kratky reported that the dates for the rescheduled site visit to Front Range Community College in Fort Collins, CO and Larimer County Library in Cheyenne, WY will be from Sunday, July 20 through Wednesday, July 23. Cochran committed to sending out an e-mail sign-up message so that travel and lodging arrangements can be made.

Governance – Roberts reported that the Subcommittee met May 19 and reviewed a selection of contractual documents used in similar projects and chose one to serve as a model for the initial operating agreement for our project. University legal counsel Leslie Taylor is developing a draft operating agreement.

Policies & Operations – Has not met. By consensus, it was confirmed that this Subcommittee will address operations as well as policies and its name changed to reflect that.

5. **Next meeting:** – July 17th at 11:30 am at the College of Technology.

Submitted by Bill Cochran, July 2, 2008