#### **MINUTES**

**Present:** Chair Shari Nault, Vice-Chair Lloyd Mickelson, Sara Hudson, Bill Lamdin, Alex Martin, Lyn McKinney, Jennifer Quinn, Betty Richardson, Bernard Rose; Bill Cochran, Library Director; Dee Ann Redman, Assistant Library Director; Kathy Robins, Systems Administrator; Mary Murphrey, Administrative Coordinator; Cara Schaer, President Library Foundation; Pat Bellinghausen, Billings Gazette.

#### **Public Comment**

None.

# **Consent Agenda**

MOTION: Amend the November 8, 2012 minutes, *item 7.e.* to February 1, 2014. Approve consent agenda as amended.

Approved Lamdin/Mickelson

# Foundation report

Rose reported that:

- Kathy Cross, Leslie Modrow and Schaer attended the Murdock Trust Workshop in Vancouver, Washington.
- The annual appeal letter was sent out.
- New Board members are Bob Griffin and George Warmer.
- The Foundation Donor Coffee on December 14 was well attended.
- The Foundation retreat is scheduled for January 12.

Schaer invited the Board to attend a Christmas social on December 17 following the Foundation Board meeting.

## Review of City Ordinance 09-5485, Rules of Order & By-laws

Rose reported that he and Mickelson met to review the City Ordinance, By-laws and parliamentary procedures. A simplified Parliamentary Motions Guide based on Roberts Rules of Order was distributed to the Board for use in future meetings.

## Ad Hoc Strategic Planning Committee report

Hudson noted that the first Ad Hoc Strategic Planning Committee meeting was held December 11. She reviewed the 2010 process and the need to update the plan. Hudson noted that the committee members will review the plan and send comments to her in preparation for their January 8 meeting.

## **New Library Building Project**

- Project update from Library Director
  - Cochran reported that:
    - There was a delay in the delivery of the structural steel due to Hurricane Sandy, followed by an issue with the steel, which has since been resolved.
    - Richard Jensen with WorksBureau is working with staff on wayfinding and signage.
    - He will issue a notice to proceed on the furniture package.

 Cochran distributed a copy of the letter to be sent to the Library Foundation asking them to remove the naming of the Library from the capital campaign naming opportunity list.

MOTION: Direct the Board Chair to sign the letter to the Foundation.

Approved

Quinn/Rose

 Cochran distributed a copy of the letter to be sent to the Billings Masonic Lodges referring their request for the laying of a cornerstone to the Mayor and City Council.

MOTION: Direct the Board Chair to sign the letter to the Billings Masonic Lodges with a copy to the Mayor and City Council.

Approved

Lamdin/McKinney

- There was discussion regarding the potential for having the design team develop plans for a future flagpole on the new building site, current plans do not include one. Cochran was directed to place a discussion item on the subject on the next Board agenda.
- Report from Library Building Design Committee Co-Chair
  - Mickelson reported that:
    - The Committee met with the architects on November 8 to view furniture samples. A public open house followed the meeting. He noted that the next meeting will be scheduled in January.
- Report from Ribbon Cutting Committee
  - Nault reported that the ribbon cutting ceremony will be held February 1, 2014. The committee is considering inviting authors to speak at the ceremony.
  - Mickelson noted that the committee is looking at the possibility of a time capsule.
- Questions and discussion
  - Cochran reported that a notice will be posted whenever there is a possible quorum of the board.
  - Schaer asked that the Library provide the Foundation information on upcoming projects to help them with their planning efforts at their upcoming retreat.

Adjourned 12:50 p.m.