

May 14, 2015

MINUTES

Present: Vice Chair Stella Fong, Sue Bach, Bill Lamdin, Jeana Lervick, Alex Martin, Jennifer Quinn, Betty Richardson, Bernard Rose, Bill Cochran, Library Director; Dee Ann Redman, Assistant Library Director, Kathy Robins, Systems Administrator; Mary Murphrey, Administrative Coordinator; Leslie Modrow, Library Foundation Development Director

Public Comment

None

Consent Agenda

MOTION: Approve the consent agenda.

Approved

Lamdin/Quinn

Governance Committee

Cochran briefly reviewed the history of the development of the Library Board's proposed Governance Committee, as well as the discussion of Board roles the City Administrator led at the April Board meeting.

The draft Governance Committee Charter was reviewed and edited, line by line, by the Board.

Because the name of the committee had generated concern about misunderstanding of its role, Fong asked for discussion and suggestions for a possible name change. Three suggestions were voted on with the following results.

- Leave the committee name as is – one vote.
- Change to Board Development Committee – seven votes.
- Board Effectiveness Committee – no votes.

The title of the document was revised to "Statement of Purpose" for the Board Development Committee, Board of Trustees, Billings Public Library.

Reference to development, review and action on Bylaws was maintained in the document for future action and presentation to the City Council, recognizing that the Board currently does not have bylaws because the Council voided all City board and commission bylaws.

See Attachment 1.

MOTION: Approve the Statement of Purpose.

Approved

Lamdin/Quinn

Fong asked for volunteers to serve on the Board Development Committee. Rose, Quinn and Fong volunteered to serve and Fong appointed them.

MOTION: Appoint Rose to serve as chair of the Board Development Committee.

Approved

Martin/Bach

Officer election

Fong directed the Board Development Committee to recruit candidates willing to run for office and report to the Board at its June meeting. There was consensus that the method for recruitment would be an e-mail from Committee Chair Rose to all Trustees, soliciting "Reply to All" messages indicating interest or unwillingness to run for office.

Proposed next regular meeting

Cochran noted that Hudson and Fong will not be available to attend the next scheduled Board meeting and asked for recommendations for a different date in June. Consensus was to move the June Board meeting to June 18.

Cochran reported that Fong has received certification from the Montana Library Certification Program for Library Trustees.

Cochran thanked the Board for its work creating a new Board Development Committee and the adoption of the Committee's Statement of Purpose. He predicted that the upcoming Library strategic planning process will be exciting.

Adjourned 1:20 p.m.

ATTACHMENT 1

Billings Public Library Board of Trustees Board Development Committee Statement of Purpose May 14, 2015

A. Purposes.

1. This Statement of Purpose provides guidance from the Board of Trustees (Board) to the Board Development Committee (Committee).
2. The purpose of the Committee is to assist the Board in fulfilling the Board's duties by engaging in the activities identified in this Statement of Purpose and by engaging in other activities assigned to the Committee by the Board, within the limits established in this Statement of Purpose.

B. Membership. Membership on the Committee shall consist of not less than three Trustees and the Library Director or his/her designee. The Committee may include members who are not trustees, as approved by the Board. All members shall be free from any relationship that, in the judgment of the Board, would interfere with the member's independent exercise of judgment as a Committee member. The Board will select the Committee chair.

C. Meetings and Procedures

1. The Committee shall hold meetings at the call of the Committee chair or Library Director.
2. The Committee shall maintain minutes of its meetings and provide them to the full Board at regularly scheduled meetings.

D. Powers. The duties and responsibilities of the Committee shall include the following:

1. **Nomination of Officers.** At the Board meeting immediately preceding the June Board meeting, the Committee shall submit to the Board a slate of Officers for the next year.
2. **Committees and Committee Members.** The Committee may submit recommendations for committees of the Board, including recommendations for changes in the committees and the statements of purpose of committees.
3. **Develop draft Bylaws for review and action by the Board.** Every two years, the Committee may review the Bylaws, and may recommend appropriate revisions.
4. **Board Development and Education Policies.** The Committee shall develop and oversee the implementation of such Board policies related to development matters as the Committee sees fit. This Committee will ensure effective Board processes, including retreat planning, orientation and training, committee development, board and director evaluation, nominating officers, and keep a list of potential trustee applicants for City and County openings. Policies shall become effective only upon the vote of the full Board. The Committee shall periodically review such policies.

E. Report to Board. Any recommendations formulated by the Committee shall be communicated to the Board at the next meeting.

Approved by the Board of Trustees on May 14, 2015