

**Missoula Public Library
Board Meeting Minutes
April 19, 2005**

Members present: Bill Towle, Christine Prescott, Becky Mosbacher, John Brown, Tom Javins

Absent: Kate Jackson

Others: Claire Morton, interim director and acting secretary

Citizen comments - none.

Minutes - approved as corrected, Tom Javins; second, Becky Mosbacher. Approved.

Statistics - Claire notes that ILL statistics are steadily increasing, in particular in lending to other libraries. Word processing room stats were missing at the time the stat sheet was printed - that number is 136 hrs for March. Two other notables: new patrons added to the system rose dramatically in March due to SAM system and, total number of holds placed by Missoula patrons is significantly higher than last year.

Claims - Bill asks about the Polyline claim. Claire explains that Polyline provides most of the library's audiovisual packaging materials. Tom notes the Greyhound Bus and Mountain Goat expenses related to Partners and suggests that they be separated out from general operating supplies in the budget. Claire notes that this has been done for FY06 and that while these expenses seem significant patrons are benefiting greatly from the Partner service and enjoying a wealth of materials that could not be afforded otherwise. Motion to approve claims, Becky Mosbacher; second Christine Prescott.

Old Business:

Vide projection system installation is complete. The Vann's quote is passed around - \$3,500 for the video projector component for a total of \$9,900 for equipment and installation. Jim Semmelroth will demonstrate the system and answer any related questions at the next Board meeting.

Frankenstein exhibit - the exhibit is to arrive Wednesday, April 20 and will be assembled the following Tuesday. Opening reception will be held in the lobby and large meeting room at 6:30 p.m. Wednesday, April 27. Posters are being distributed throughout town and flyers will be distributed later this week. Claire notes how hard the committee has worked to make this happen and is excited to see the results of their efforts.

Staff room improvements - Two new couches and a rocking chair have been purchased. The committee will begin painting and refurbishing in a couple of weeks.

Front window refurbishing - Glass has been installed by Creative Paint and Glass. Claire will follow up with Rob regarding the painting on the outside of the building.

Stairway railing rebuild - Tom is still waiting to hear from contractor and will update the Board at our next meeting.

Director search - Claire hands out the screening/selection criteria that Marie devised based on the April 12th special board meeting. There has been little activity regarding applications for the position but that is expected to change as the closing date nears. The Board is thankful for Marie's expertise and guidance throughout the hiring process. By May 17th (the next Special Board meeting) Board members and Claire will have filled out Marie's screening form based on the six criteria decided upon at the last meeting.

New Business:

Temporary reference position - due to Bette's departure and the impending sick leave of one of our reference librarians Claire asks the Board to approve hiring a short-term reference librarian. Being a short-term position there is no need to advertise. Pending board approval Claire had asked Marjorie Doyle, a long-time patron with an MLS and lots of library experience to fill this position. Motion to hire short-term librarian, Tom Javins; second Becky Mosbacher.

Preliminary budget review - Claire presents a preliminary draft of the budget for FY06. Some notable changes include a requested increase of 17% in electronic equipment, an increase in public relations to account for the director search, an increase of 9% in the materials budget for online resources and four personnel enhancement requests. Clarification is needed on personnel costs and increased benefits costs for next year as well as proposed capital \$\$\$. Claire will look into these figures.

Enhancements - Claire presents four personnel enhancements and explains why they are needed to sustain and improve current library services. These enhancements will be submitted to Dale Bickell at the County for integration into next year's library personnel structure.

Other new business:

Christine Prescott attended a training session that enables her to serve as a trainer for the Library Board Education Program. In return, the library will receive a \$500 stipend for use towards any library purchase. While at the session Christine spoke with Statewide Technology Librarian Tracy Cook who highly recommends having staff participate in Board meetings at some level. Claire will bring this up at the next MPL staff meeting and report back to the Board.

Interim Director's report -

Claire reminds the Board that the Montana Library Association conference is in a few days and that three staff members are presenting programs. Several others (including Marjorie Doyle) are attending the Billings conference. Claire is unable to attend due to Missoula Symphony commitments.

At the next Board meeting the timeline for the next mill levy campaign will be presented. Bette drafted a brief timeline per Bill's request before she left, much of it based on what took place in 2001. Claire has asked Barbara Theroux to attend as she played a lead role in the last campaign and will be able to provide much guidance and expertise.

Next Special board meeting - Tuesday, May 17th at 5:15 pm.

Next regular board meeting - Thursday, May 19 at 5:15 pm.

Adjourned.

Respectfully submitted,

Claire Morton, Interim Director

Date

William Towle, Chair

Date