

**BOARD OF TRUSTEES MEETING**

**April 19, 2006**

**6:30 P.M.**

**ORDER**      **The meeting was called to order by Chair Becky Mosbacher**

**ROLL CALL** Members present were: Becky Mosbacher, Christine Prescott, Tom Javins, John Brown, Neal Leathers and Honore Bray, acting secretary. Kate Jackson is excused.

Others present were Claire Morton, Asst. Director and Barbara Theroux, Vote Library Chair and President of the Friends of Missoula Public Library

**MINUTES**      Minutes of the February were approved with one correction (Christine Prescott was excused), and the March 2006 minutes were approved as presented. Motion by Becky Mosbacher, 2<sup>nd</sup> by Tom Javins.

**CITIZENS COMMENTS**      **NONE**

**STATISTICS**      **There were questions about three databases not having statistics for the month, it will be**

**taken care of for the next meeting. (Heritage Quest, Music online, and Ref. USA)**

Safari database has been removed from the system because of low usage.

**CLAIMS**      Questions were addressed about some claims, it will be looked into for the next meeting.

February claims were approved, motion by Christine Prescott, 2<sup>nd</sup> by John Brown. March claims were approved, motion by John Brown, 2<sup>nd</sup> by Tom Javins.

**OLD BUSINESS**

Levy- Barbara reported that yard signs, button and bookmarks are here

The launch will take place at the volunteer breakfast on April 22, 2006

A work party will take place on April 29<sup>th</sup> to put signs together

Farmers Market tables- need volunteers to man the tables

Doug Hacker has produced two great PSA's that have been on all the local radios-

They are library awareness PSA's (Your passport to the world)

He will be producing 2 paid PSA's now about the mill levy

Color ads in the papers will reproduce the button

No signature ad, they are too expensive and the smaller ads running more times seems like more bang for the buck

James Burke is back in town and will help in any way, Barbara will talk with him

about

writing news articles

Need to have letters to the editor closer to mill levy time

Renovation- Tom would like to look at the final plans before they are let out for bids

All is going well and the plans should be ready to go in about two weeks.

Director's Evaluation- The form needs to be approved and then Becky will email everyone a form

to be filled out and emailed back to her so the scores can be compiled. Honore will receive her evaluation at the next meeting. Tom Javins moved to accept the form for the Director's evaluation and John Brown 2<sup>nd</sup>.

Long Range Plan – A copy of what has been done so far was handed out, the board members should add what they would like to see and return the comments to Honore so she can bring the form up-to-date and then pass it on to staff so they can have input. After that she will bring the draft back to the board for approval and to set priorities.

### **Other Old Business-**

## **NEW BUSINESS**

Annual Goals- Will be set after the mill levy and the completion of the long range plan

MLA attendance – 23 staff members will be attending all or some of the conference.

Partner

Libraries will be receiving the "Library of the Year" Award so Bette will come back for the luncheon. If board members are interested in attending they should let Honore know and she will get them registered.

Budget Calendar- The calendar has been received from Dale Bickell for next year's budget process. Claire has started to work on personnel enhancements in her departments that the board okayed in past meetings.

Policy for shirts and shoes – An addition will be added to the disruptive patron policy which lists

Patron behavior – a shirt and shoe requirement will be added. There will be a sign on the doors stating shirts and shoes are necessary.

Web-site- Claire showed the new website design and explained changes that will be made. It should be operational near the end of the semester.

### **Other New Business-**

Resignation of employee- a full-time circulation employee has resigned for personal reasons and

the position will be filled with two part-time temporary people for now.

Don Spritzer retirement – Don's last day at the library will be June 16<sup>th</sup>. He will be missed very

much. A lunch potluck will take place on the 16<sup>th</sup>. More details to come. Don prefers to go quietly just as he entered.

We will be posting for Don's position next week so a national search can take place. This had to be coordinated with vacations in the HR office. An MLS will be required for the position.

Net Library- When searching the catalog e-books will appear as choices now. A personal account

needs to be established one time and then you can use the books from the library or home.

Christine Prescott – was elected Vice Chair of the Tamarack Federation at the meeting in Libby.

The spring meeting in 07 will be in Missoula.

**DIRECTOR REPORT**

Nothing more

**NEXT MEETING**

May 17, 2006 at 6:30 in the Director's Office

**ADJOURNMENT**

Respectfully submitted by:

_____	Honore D. Bray, Director	Date
Board representative:		
_____	Becky Mosbacher, Chair	Date

**Missoula Public Library**  
**BOARD OF TRUSTEES MEETING**  
**May 17, 2006**  
**6:30 P.M.**

**ORDER**      **The meeting was called to order by Becky Mosbacher**

**ROLL CALL** Members present were: Becky Mosbacher, Christine Prescott, John Brown, and Honore Bray, acting secretary. Tom Javins and Kate Jackson were excused from the meeting.

**MINUTES**      Minutes of the April 19, 2006, meeting were approved. Motion by Christine Prescott, 2<sup>nd</sup>, John Brown.

**CITIZENS COMMENTS**

No citizen comments

**STATISTICS**      **No questions**

**CLAIMS**      Claims were approved as presented. Motion by John Brown, 2<sup>nd</sup> Christine Prescott

**OLD BUSINESS**

Mill Levy – Radio spots will be starting in a week and run daily until the vote  
-Newspaper ads will start soon, one a day and two on Sunday in the Missoulian and weekly in the Independent  
-Yard signs are getting out we need people to continue distributing them

Discussion took place concerning public's questions of how the money is being spent. Everyone is welcome to attend the board meetings for this information. The current 07 budget is a preliminary budget and has not been approved it is only for planning purposes so it can change before the final budget is submitted.

Renovation- Discussion took place during the viewing of the plans. The board approves the plans as presented contingent on Tom Javins approval after viewing the specs. Motion by Christine Prescott, 2<sup>nd</sup>, John Brown.

Long Range Plan – The following additions to the long range plan were suggested:

Hiring of a Reader's Advisory Librarian  
Partnership between the school and library for homework help be established  
Honore will make the additions and put the plan out to the library staff for more input.

Director's Evaluation- Evaluation took place using a new instrument that was created by board members using the Director's job description. Staff evaluation of the Director was part of the form and was compiled in the feedback. Board Members who were not present will sign the form prior to the next meeting. Salary will be discussed at the next meeting.

Budget- The budget was evaluated line by line for FY07. Honore has submitted this budget to the county. Claire worked on the personnel enhancements and they have also been submitted to the HR office.

**Other Old Business-**