

**Missoula Public Library  
Board Meeting Minutes  
August 16<sup>th</sup>, 2005**

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

Others: Honore Bray, incoming library director and Claire Morton, interim director and acting secretary

Citizen comments - None, although Honore commented how delighted she was to be at the meeting.

Minutes - Motion to approve minutes from July 19<sup>th</sup> regular meeting, Becky Mosbacher; second Tom Javins. Motion to approve amended minutes from July 18<sup>th</sup> special meeting, Becky Mosbacher; second Tom Javins. Approved.

Statistics - why are Internet stats so much lower this year? Claire explains that before installing SAM we were estimating Internet usage stats. Now that SAM software is tracking usage our numbers are more accurate and realistic. Tom suggests renaming the Internet stats line "Internet users", as that is what is being reported. As to why the Info Desk question stats have been lower lately, the staff is now recording reference type questions only, rather than everyday questions (such as where is the bathroom).

Claims - Becky asks why maintenance costs appear in two separate budget categories. Claire will check with Paula and have her correct. Kate asks if Honore was fully compensated for her travel expenses for the director interviews. Honore and Claire say yes. Motion to approve, Kate Jackson; second, Becky Mosbacher. Approved.

Old Business:

Disruptive patron policy - Claire presents Christine Prescott's suggestions for clarification of the proposed policy changes.

§1(b) now reads:

Patron Behavior - Library patrons are expected to conform to generally acceptable, lawful standards of behavior. **A patron who engages in any activity that disrupts the use of library facilities or disrupts the ability of staff to perform its duties will be asked to cease such activity immediately by library staff.**

§1(b)(ii) now reads:

If, after staff contact, the patron continues the **disruptive behavior**, he/she will be asked to leave the building by staff or the police and may be liable under Missoula Municipal Code 9.24.010 (disturbing the peace ordinance).

§1(c)(iii) reads:

**Adult patrons in the YA or children's department who are not accompanying children may be asked to move to the adult area of the library if they have no legitimate purpose for being in there.**

Other policy stuff - Kate suggests that we add language about appropriate Internet usage to the disruptive patron policy. Claire reminds the Board that we have an Internet use policy in place that is separate from the patron behavior section. At the next meeting we will look more closely at this. Motion to approve new changes to policy, Becky Mosbacher; second, Kate Jackson.

Self check out - Claire recommends that we move forward with self check out and asks for budget approval of up to \$25,000 for this project. Tom asks about security of items as patrons use self check out; can they desensitize items without checking them out? Honore says no, each item must be linked to a library card in order to be desensitized. Concern about taking a step backwards as RFID technology advances. Claire assures board members that the system we choose will be fully RFID compatible and recognizes the importance of this when working with potential vendors. Motion to allocate \$25,000 for the purchase of a self check out system that lends itself to RFID modification, Becky Mosbacher; second Tom Javins.

Staff room remodel - 90% complete. Kate asks if we are on budget. Claire says we have \$1,000 left and are in great shape, thanks to the remodel committee. Due to contracting issues, Jim and Rob skillfully installed the new countertops and Rob finished the painting tasks.

Stairwell railing rebuild - collaborating with Pete O'Connell has not worked out and Tom is ready to move on with Russ Clark and Bitterroot Welding.

Roof replacement - Claire reminds members that we recently received several bids on replacing the roof. Tom suggests that he and Rob get together to develop a plan that may involve working with an architect on roof plans. Perhaps the county can help with the project.

New staff - as of 8/17/05 we have several new staff on board, including two 12 hr library pages, two 20 hr library assistants. Our new full time library technician. Carrie Blabac-Myers was promoted from library specialist, leaving her 20 hr library specialist position available. Claire plans to advertise this in house. As an aside, Becky was contacted by a recent applicant about the wording of the rejection letter that the county sends out. The applicant felt the letter was rudely worded. Claire has since contacted the personnel department and has reviewed the letter with them.

Downstairs renovations - After a tour of technical services and the lower lobby all agreed that a public computer lab would be well suited for the downstairs area. Tom will put together a written scope of work and send to everyone via email. While Dennis Greeno from Oz Architects was involved in our revamp the ramp project, the Board would like to see other architects involved in the bid process. We would need an architect to draw up a proposal for construction with a budget. Christine P. moves that we solicit proposals from architects to develop construction plans for a basement remodel pending scope of work from Tom. Kate Jackson seconds.

New Business:

Branch visit - October 15<sup>th</sup> works for most Board members to visit Seeley Lake and Swan Valley. Claire will check with branch staff for availability.

ILL reimbursement - due to Partner transactions, Missoula Public Library received over \$56K in interlibrary loan reimbursement for FY05. The State Commission has changed the reimbursement formula so that future reimbursements will be distributed more in favor of net lenders.

LGSC study - Board members received a letter from Bob Oaks from the Local Government Study Commission asking for input from them on variety of issues. Claire will ask Bob to attend the next Board meeting for further discussion.

Final budget approval - a few questions remain about the final budget. Claire notes that the budget cash balance is \$233,702 and that the Board needs to determine how much they want to transfer into the trust fund. Honore and Claire plan to meet with Dale Bickell (CFO) to discuss the trust fund and the permissive medical levy and will have more answers at the next meeting. Christine P. suggests that the library set aside a small sum of money for board training. Kate would like to see the Board have a retreat that is just for themselves. Kate asks for FTE breakdown by department. Claire and Honore will have by next meeting. Motion to approve final budget subject to amendments, Bill Towle; second, Kate Jackson. Approved.

Other new business:

Director's contract - several questions arise about the employment agreement regarding leave notice (currently at 60 days) and deadline for signing. Claire will talk to Steve Johnson and send answers to Board members via email.

Interim Director's report - nothing else to report.

Next regular board meeting - Tuesday, September 20<sup>th</sup>, 5:15 pm.

Adjourned.

Respectfully submitted,

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Claire Morton, Interim Director

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Date

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William Towle, Chair

\_\_\_\_\_  
Date