

Missoula Public Library
BOARD OF TRUSTEES MEETING
August 22, 2007
6:00 P.M.

ORDER **The meeting was called to order at 6:07 by Chair Becky Mosbacher**

ROLL CALL Members present were: Becky Mosbacher, Neal Leathers, Beth Antonopulos, Rita Henkel, John Brown and Honore Bray. Kate Jackson was absent.

OTHERS Claire Morton, Assistant Director

MINUTES Minutes of the July 25th meeting were approved as amended. Motion by Neal Leather, motion carried.

AMENDMENT: Third page, Long Range Plan – Remove the first two sentences and the remaining wording would stand. (Honore said it has been a little over a year since the committee met and that it is time for them to meet again. She will call a meeting in the near future. Items on the LRP that are on-going are the items taken care of weekly and monthly the others will only be updated periodically.)

CITIZENS COMMENTS
NONE

STATISTICS **Claire pointed out that the World Book Online was not renewed for lack of use. Statistics from Reference USA were discussed. This is the last year of a three year contract for this product. It is an expensive database and receives little use.**

CLAIMS A motion to accept the claims as presented was made by Beth Antonopulos. Motion carried.

DIRECTOR'S REPORT

State Librarian, Darlene Staffeldt acknowledged the receipt of MPL's Library Standard Certification Form. She expressed her congratulations on the quality library service provided for the users. Per capita/per square mile funding, ILL reimbursement and any other State or Federal library money depends on MPL meeting library standards.

OLD BUSINESS

Budget- Discussion took place concerning the reports the Board Members would like to receive monthly. The county generated budget forms will be included in the packets and the other forms disregarded.

Redesign Project- Following discussion concerning the relocation of the Administrative Offices Neal Leathers made a motion to approve the bid pending a comparison with the estimated bid from last year and a re-bid on the HVAC work. Motion carried. Honore will email the board with the information she receives.

Home Delivery Update – A short DVD clip from OCLC was shown on the NCIP project. Users have been positive about the project. We will be looking for a way to sustain this service once the money from OCLC is used up. There are many ideas of how this can happen and once we have the feedback from user surveys and the statistics from OCLC it will be easier to analyze.

Negotiations – The contract is settled. The Union accepted the County's offer plus an added step in longevity.

New Staff – Two new library assistants were hired, Cybelle Gordon and Kathy Holt. Karl Olson will move to the new 28 hour Partners processing position. Heather Tone has been hired temporarily to help cover desks from the time Rita leaves until the position is filled. The Youth Services Technician position was not filled in the first round of applicants. The job description that was on file in the HR office did not produce the type of applicants needed for the position. The job description was rewritten to include more emphasis on working with kids and YA age groups and less emphasis on number of years worked in a library. The position is now titled "Youth Services Associate", which is more fitting to the department. After the Union agrees to the language change the job will be advertised. At that time Heather will need to apply for the position and knows that she has no guarantee she will make the cut.

Board Bylaws – Discussion took place, some new wording was discussed. Honore will provide a clean copy of the changes next meeting and a vote will take place.

Courier for the Branches – Lou Collier will transport items to and from the branches twice weekly.

Position Descriptions – All library employee position descriptions were included in the packets. Beth Antonopulos suggested that all new board members be given a binder with the descriptions, bylaws, etc. She would like to see the excel spreadsheet on FTE's included yearly with budget information so there is a clearer picture of current staffing.

Other Old Business-

NEW BUSINESS

National Library Card Sign Up Month – Claire requested amnesty week for fines September 4-11. School Supplies will be accepted in place of fines and the supplies will go to the Missoula Youth Homes. The Friends have provided \$1,100 for the committee to provide programming during the month. Neal Leathers made a motion to have School Supplies for fines September 4-11, 2007. Motion carried

WALE – Washington Association Library Employees conference is geared toward para-professionals. MPL sends four employees each year and this year the conference will be in Spokane.

Other New Business-

Resignation of Trustee – Kate Jackson has resigned from her Board position at MPL. She will be traveling to the Czech Republic to teach English through December.

The county will work on appointments to the Board in the next week. Becky will send the Commissioners a letter requesting they advertise for the alternate position so people from the branch areas will have the opportunity to apply.

Trustee Training – Montana State Library will sponsor a Trustee Workshop for trustees and directors in Billings on October 27th and in Missoula on November 10th. When the topic and agenda are posted Honore will forward these to trustees.

Debit Card/Credit Card – Missoula County has a contract with First Interstate Bank to provide county residents with the ability to pay county bills with a debit or credit card. MPL would like to become one of the entities that provides this services to users. Many library users wish to use plastic at this time and this is an opportunity for the library to add the service. The machines are \$500.00 under the county contract. The library has three payment points and would need three machines. Claire explained that a fine for any amount could be paid with the card, it is federal law that a business cannot discriminate by setting a min. or max. amount to pay with a card. Beth Antonopulos made a motion to purchase three machines under the Missoula County contract for use at MPL. Motion carried

NEXT MEETING

September 25th, 2007 at 6:00 PM

ADJOURNMENT: 7:38 P.M.

Respectfully submitted by:

Honore D. Bray, Director Date

Board representative:

Becky Mosbacher, Chair Date