

Missoula Public Library
BOARD OF TRUSTEES MEETING
December 19, 2007
6:00 P.M.

- ORDER** The meeting was called to order at 6:00 by Chair Becky Mosbacher
- ROLL CALL** Members present were: Becky Mosbacher, Neal Leathers, Beth Antonopulos, Rita Henkel and Honore Bray. John Brown was absent.
- OTHERS** Claire Morton, Asst. Director, Molly Kliss, Heather Tone, Karen Gonzales
- MINUTES** Minutes of the November 20th meeting were approved as submitted. Motion by Beth Antonopulos, motion carried.
- CITIZENS COMMENTS**
Heather Tone is the new library technician at the Frenchtown Branch. Heather introduced herself and expressed her gratitude for the opportunity.

Molly Kliss was present to take part in the discussion concerning the Library Gallery Exhibition Policy.
- CLAIMS** Motion to accept the claims as presented was made by Neal Leathers, motion carried

Discussion took place about the self check machine that has been purchased. It is just about ready for use and once it is perfected we will purchase the other two. The funding for this will be included in the redesign project.
- STATISTICS** Discussion took place concerning the number of Interlibrary Loans. It has decreased due to three known factors:
-Partner holds are shown in a different line on the statistics and many of the items that would have been ILLs are now holds from Partner Libraries
-NCIP project was rerouting items that were possibly Missoula ILL items
-Lending was turned off for 3 weeks to accommodate vacations in the department
- DIRECTOR'S REPORT**
A few questions arose concerning the Director's Report
-The Foundation is working on new policies concerning the investment policy. A professor from the U of M Law School has been helping with this task. It is important that they have things in order with the law. The Foundation account has doubled in the past year and more donations have been earmarked in the near future. Discussion took place among the members concerning investing the money with the Montana Community Foundation. Once money has been given to the MCF you never see the corpus of the money, you only get the interest. Basically, you are re-gifting the money that has been given to you. Chris Daly, a past board member, reported information he felt was pertinent at the last meeting. Chris recommended the Foundation not continue to invest money with MCF. MCF serves a purpose for small Foundations that only have small investments. It behooves them to be in a larger investment pool. Kathy Cross completed a great amount of work to get the MPF to the place where they are ready to write the policy. Marie Hebnes is the team member working on this.
-The Friends continue to support many programs at the library. They just received three new gnome house postcards. Ben Miller did the photos and had the cards made. They will sell them individually or in groups of three.
-Beth asked if the full amount of money received for ILL has been budgeted for. Honore said no, because it was apparent that the amount would decrease in the near future so the budgeted amount went back to the 2005 or 2006 budget.

OLD BUSINESS

New Board Members – The two new board members have been chosen. Christine Prescott will replace Becky Mosbacher for the meeting on January 16, 2008. Christine was a board member and resigned to become a page at MPL. She has resigned her position as of January 4, 2008 and will resume her position on the board. Brenda Jackson has a great amount of library experience working in public libraries and on library boards. Brenda works for Missoula County and will fill the alternate position.
(This is the last meeting for Becky who has served on the board for the two terms allowed by Library Law. Thanks Becky for all your dedication and support to the library during that time.)

Frenchtown – The soft opening of the FT Branch will be the 14th of January. The grand opening will take place at 7:00 PM on January 22. The school is in the process of purchasing shelving and it will be in place following the Christmas break. Heather will offer story time and tiny tales alternating Tuesdays at 3:30 or 4:00. This will allow Jodi Teeple (FTHS library aide) to cover the public desk during that time. We will be purchasing magazines for the public library and they will circulate just like those at MPL. The school magazines do not circulate. Joyce will be getting the publicity ready for the opening. FT will have a brochure of its own and we will ask the other branches if they would like one also. The branches will still be listed on our brochure but the individual branch brochures will fit the community and collection that is in that library.

Redesign for Children's area - Karen presented the design for the entrance and bids for the work. Dry Gulch Carpentry will create the structure that will then be plastered by Gonzales Plastering and Creative Designs. Dry Gulch Carpentry bid was \$8,100.00 and Norco Products was \$11,600. Gonzales Plastering was the only bid for the finishing of the structure. Two other bids were requested but one contractor moved to LA to work for Disney and the other moved to Spain. Gonzales will charge \$3000.00 to do the finish work. Rita Henkel made a motion to accept the bids from Dry Gulch Carpentry and Gonzales Plaster and Creative Designs for the opening to the children's department. Motion carried.
Shelves for the kids department were discussed and will be decided upon at the January Special Board Meeting.

Policy Manual – Discussion took place concerning the new policy language. Language was tweaked in some of the policies to correct grammar and bring policies up to date. A new lost and found policy was added to the manual. The electronic version of the manual will have hot links to Montana Code, Missoula City Policy Manual and the Missoula County Policy Manual. Where applicable these hot links will be printed out in the print version of the manual. Neal Leathers made a motion to accept the policy manual as written, motion carried.

Discussion took place concerning the Library Gallery Exhibition Policy. Changes or updates to this policy were tabled until the January meeting when Mike Sehestedt can attend and take part in the discussion.

Training report – Beth reported on the Montana State Library “Don't Get Busted, Montana Laws you need to know” training that took place in Missoula and Billings. She pointed out that the handouts are on the web and encouraged everyone to take a look, paying special attention to the handout on Open meetings. Beth would like to see our meetings posted on the website as part of the Open Meeting Law compliance.

Holiday Party - Sunday January 27, 2008 at the Depot and sponsored by the Friends of the Library. RSVP by January 2nd, 2008 to Honore.

Other Old Business-

NEW BUSINESS

Branch Visit by Staff – 15 Staff members visited Condon and Seeley Lake. They now understand how they do business. The Friends paid for lunch for the crew.

LOGO - One of the projects Joyce has been working on is a new Logo for the Library. She got samples and bids from three Graphic Artists. One artist was chosen and a new design has been completed. The design has two possibilities, one for bags, shirts, etc. and a smaller one for letterhead and formal use. Some cleanup needs to be done to the design and then we will start to use it.

Other New Business-

Fines forgiveness – Claire asked if some week in January could be a fine for charity week. The charity has not been determined at this time.
Honore reported that the first week in FT forgiveness of fines will be connected to bringing a piece of material for the collection. This will help clean up some of the fines on MPL cards for people who live in FT.
Beth Antonopulos made a motion for the 1st week of operations at Frenchtown and one week in January at MPL to be a fine forgiveness week. Motion carried.

NEXT MEETING

January 16, 2008 at 6:00 PM – Check at the Circulation Desk for location

ADJOURNMENT

Respectfully submitted by: _____
Honore D. Bray, Director Date

Board representative: _____
Neal Leathers, Vice Chair Date