

Missoula Public Library
BOARD OF TRUSTEES MEETING
February 15, 2006
6:30 P.M.

ORDER The meeting was called to order by Chairman, Becky Mosbacher at 6:30 PM

ROLL CALL Members present were: Becky Mosbacher, Christine Prescott, Kate Jackson, Tom Javins, John Brown, newly appointed alternate member, Neal Leathers, and Honore Bray
Others Claire Morton, Assistant Director, Bill Towle and Barbara Theroux representing the "Friends of the Library" and "Vote Library"

MINUTES Minutes of the January 26, 2006 meeting were approved. Motion by Kate Jackson, 2nd John Brown

CITIZENS COMMENTS No comments

STATISTICS Discussion took place about the children's program numbers, 12 programs and 9 attendees. That should be corrected to 99 attendees

CLAIMS Motion to accept the claims by Tom Javins, 2nd by Christine Prescott

OLD BUSINESS

Mill Levy – Bill Towle and Barbara Theroux gave an update on the Mill Levy
*Hearing date will be March 9, 2006 in the Large Meeting Room at 7:00 PM
*Barbara made a donation to open the bank account; she has since received a check from the Friends for \$2000
*The State Office of Community Practice has been notified of the campaign
*Joanna Yardley has created a bookmark, window cling and pins
*Doug Hacker will start on the PSA's and paid announcements next week
*A work party will be set to go out and get yard signs out
*There will be a list of pre-determined places for bookmarks and literature
Kate suggested Doctor's Offices
*Bookmark revisions were suggested and Barbara will take care of that

Mill Levy – Budgets for FY07 were discussed. One budget was presented for the passing of the levy and a second was recommended if the levy were not to pass. If the levy doesn't pass, the library will operate on approximately \$1,211,236.00, a shortfall of \$787,954.00. The materials budget would be cut by 2/3, library hours would go from 64 to 40, staff would move from 25.1 FTE to 18.7 FTE and the branch library hours would be cut.

Tom Javins corrected an error on the budget narrative to read the Red column is a preliminary budget with 5 mills and not levy. There may be other options this is just one to look at to start planning.

Building Project – After the last meeting, Tom sent a schematic to Dennis Greeno. Dennis responded with an estimate of \$242,850.00 for the project with Architect fees at \$28,293.00. He would like to progress with the project and if the board needs to adjust the project scope that can be taken care of. Kate would like to see a NOT TO EXCEED clause in the contract. Tom explained that you plan the project with alternates and deduct the alternates if the other projects go over cost. John asked if the quality of the project goes down when you give a limit the builders have to stay in. Tom explained that the

contractors would find lower cost items not lesser quality because you specify what the quality needs to be. Tom questions if \$75.00/sq ft for the computer lab will be adequate. Tom suggested the board move forward with the project and designates alternate options. Kate made a motion to set the global budget, not to exceed \$295,000.00 for the total project cost (including architect fees), 2nd by Christine.

Other Old Business-

NEW BUSINESS

Meeting Room Policy – The meeting room policy as it stands is limiting access to many groups wishing to meet at the library. The Management Team had a discussion about the policy and would like to suggest that groups be allowed to use a library meeting room once per month from 5-9PM.

After discussion of the policy it was decided that at the start of the new fiscal year (July 1, 2006) the MPL public meeting rooms may not be scheduled more than once a month by any single group from 5-9 PM. The rest of the policy will remain the same and daytime hours are excluded.

This policy change is being made to assure equal access to all groups. A letter will be sent to the groups who use the rooms weekly with a list of alternate rooms around town so they can plan in advance.

A motion was made by John Brown to change the policy as presented and 2nd by Tom Javins

Other New Business-

Members Voting Via Email – Kate Jackson will be overseas for three months and will remain an active voting member of the MPL Board. The following steps will be taken to assure the Open Meeting Laws are conformed to:

- *All Board members will receive the same materials in their packets
- *No member shall receive any additional materials prior to a meeting
- *The Chairman shall structure the meeting as if the absent member were present using the members email correspondence as his/her voice
- *The Chairman shall read the email correspondence of the absent member aloud so all present can hear
- *If adequate information has not been given to members prior to the meeting, a vote may be held till the next meeting
- *The absent member shall not be counted toward a quorum of members present
- *The option of a conference call to discuss a matter is possible as long as everyone present at the meeting can hear the conversation taking place.

Kate Jackson will receive her packet via email, John Brown and Neal Leathers would also prefer emailed packets. Becky Mosbacher, Christine Prescott and Tom Javins would like an email reminder that the packets are ready and they will pick them up in the library.

Director's Probation Period – Claire reminded the board that the Director's probation period would be up on March 8, 2006 at which time they would need to perform an evaluation and pay rate change.

The board is not happy with the current evaluation form and wishes to develop a new form using guidelines from Debra Wilcox Johnson's workshop. Becky, Tom and Kate will work on an instrument and share it with the remainder of the members for input.

Committee Meeting will be on Wednesday, February 22, at 4:30 in the small meeting room. Honore will email a copy of the Director's Job Description to the board.

Volunteers Breakfast – Claire reminded the board that the volunteer breakfast is scheduled for April 22, 2006, at 8:30. Each will receive an invitation.

DIRECTOR REPORT

Long Range Plan – process has begun with representatives from each department of the library, board and community. After the first suggestions are typed up the entire staff will be asked for feedback before bringing it to the board for input.

Roof- Scheduled to be delivered on Friday. Tom wants to make sure that the adhesive specs are followed and the temperature outside is adequate before it is applied. Honore will let Rob know of the concern.


Patron Jean Mueller has passed away and left her library to MPL. Vaun, Don and Honore will accompany the lawyer to her house on Friday to assess the collection.

NEXT MEETING

March 15, 2006, at 6:30 PM in the Director's Office

ADJOURNMENT

Respectfully submitted by:


Honore D. Bray, Director

4-19-06
Date

Board representative:


Becky Mosbacher, Chairman

4/19/06
Date