

**Missoula Public Library  
Board Meeting Minutes  
February 24, 2005**

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

Absent: Becky Mosbacher

Others: visitor Paul Clark and Bette Ammon, director and acting secretary

Citizen comments - Paul Clark is fulfilling an assignment from a class at UM to attend a public meeting. Welcome.

Minutes - Motion to approve, Kate Jackson; second Christine Prescott. Approved.

Statistics - circulation is up over 3000 from last January. Bette noted that it was a busy January and, so far, a busy February as well.

Claims - postage - why are there three January claims? Bette will ask Paula (Note - these are claims for postage for different departments within the Library).

Question about Partners expenses so far - Bette will have a report at the March meeting. The Board appreciates the credit card breakdown. Motion to approve claims, Christine Prescott; second, Kate Jackson. Approved.

Old Business:

Policy change recommendation - Board discusses recommended policy change and Mike Sehestedt's opinion regarding unattended children under the age of 18 left in the Library at closing. The Library staff recommends changing that to age 15. Discussion followed noting Sehestedt's opinion that special circumstances might involve other ages. The Board would rather the policy stay general. Motion to amend the policy C ii [5) Library Security and Patron Behavior) by changing age 18 to 15, Christine Prescott; second, Tom Javins. Further discussion followed stipulating that these are children left IN the library and staff is not responsible for children who have left the building. Motion to amend policy approved.

Video projection system - Tom met with Jim and recommended changing the lumen output - making it brighter and suitable for presentations. Jim has been working on it and staff will see a demonstration next week.

Staff room improvements - a committee has been formed and the Friends of the Library allocated \$2000 for improvements. The Library has purchased a stove and additional lockers, and will also replace the ceiling tiles. Bette will ask the committee to develop their plan with cost estimates and will bring that back to the

Board. Kate noted that the Library-purchased items will count toward the amount that the Board approves as a match to the Friends funding.

#### New Business:

Front window refurbishing - bids presented that were collected by Rob for the project to replace the metal on the top front windows with insulated glass and repaint the trim. Board approves going ahead with creative Paint & Glass.

Stairwell railing rebuild - Tom has arranged for a contractor to give us a bid on revamping the stairwell railing and bring it up to code.

Midyear budget - Bette met with the County Commissioners and county fiscal agent to review the Library's budget at the midway point. The Library budget looks great - just where we should be at this time. Bette noted that the monthly utilities are high but we did budget an increase for that. Tom noted that we may want to be included with the state gas contract where the State Department of Administration buys natural gas for schools and other public buildings. Bette will check and see if the county buildings are covered through this. The contact person for the State is Tom Gustin.

Bette also spoke with the Commissioners about going to the voters at the primary election in June 2006 to establish a permanent levy increase. Bill noted that when we went to the voters in 2000, we asked for a more palatable 5 year increase to get some major projects (such as replacing carpet, remodeling, etc.) accomplished.

#### Other old business:

Christine Prescott reported that she will be involved with the State Library's trustee training program. She'll be trained in order to go out to other library boards as a teacher.

#### Director's report:

Bette reported that one of the windows on the front doors was broken several weeks ago and has been repaired.

Staff changes lately include promoting Anita Millard to full time to take the library assistant position left when Linda Crump passed away. Part-time circulation assistant and technical services page Sue Vasicek resigned unexpectedly last week so we're currently recruiting for two 20/week circulation positions (Anita's and Sue's). Claire has screened the over 25 applicants and she and a committee will interview eight people tomorrow. Jane Guest who works in tech services, circulation, and as a halftime children's specialist has resigned the children's specialist job. Recruitment for that position is underway.

Are any of the trustees interested in attending the Montana Library Association conference in Billings in April? Bette will email URL.

Striker Communications videotaped a commercial using the public internet stations (before the library opened); they will make a contribution to the Friends.

The Volunteer breakfast is scheduled for April 9.

SAM, the time/print management system for the public computers is scheduled to go live March 7.

Next meeting - March 17<sup>th</sup> at 5:15.

Adjourned.

Respectfully submitted,

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Bette Ammon, Director

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Date

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William Towle, Chair

\_\_\_\_\_  
Date