

**Missoula Public Library**  
**BOARD OF TRUSTEES MEETING**  
**July 25, 2007**  
**11:00 Swan Valley Library**

**ORDER**      **The meeting was called to order at 11:10 by Chair Becky Mosbacher**

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

**OTHERS** Fern Kaufman, Swan Valley Library

**MINUTES**      Minutes of the June 20<sup>th</sup> meeting were approved with the deletion of the ‘s’ from the second page, first sentence, ‘trials’. Motion by Neal Leathers, motion carried.

#### **CITIZENS COMMENTS**

Fern reported that the wireless at the library remains on at all times so that citizens can use the service from their cars when the library is closed. If there is an electrical outage then it remains off until she turns it back on at the switch.

Fern would like a library sign at the highway so the library is visible to the public.

Honore will pursue the branch libraries having access to common from the server. She will let Fern know what she finds out.

**STATISTICS**      **Kate Jackson wondered why it was important for the library to track holds that have been placed on items. This is because processing holds represent a large portion what the circulation department does each day. It also alerts selectors when an additional copy of an item needs to be purchased. Holds affect multiple departments in the library.**

**CLAIMS**      Motion to accept the claims as presented was made by Beth Antonopulos. Motion carried.  
Kate Jackson requested that Paula add two columns to the claims list. One showing the budgeted amount for each account and a second showing what is unencumbered in the account. If there is a report from the county that shows this information that would be sufficient.

#### **DIRECTOR’S REPORT**

A question was asked about the Director’s written report concerning the Foundation accounts. Kathy Cross is looking into a presentation by three brokers for a future Foundation meeting.

The McNaughton rental programs have been ordered for the branches and they have received the packets to order materials. Each branch will receive about 100 titles as a start-up collection and then they will order six titles per month. Paulette will shadow these titles so they are not holdable. They will be available for walk-in patrons only.

#### **OLD BUSINESS**

**Budget-** Honore reported that Rita Squires will be leaving her employment at the library at the end of August. She will be moving to Oregon. Her position is a split position with two different salaries. This is very difficult to advertise for and Honore would like to add some duties to the specialist portion of the position so it would be at a technician level. The result would be a \$2300.00 increase to the existing Youth Services Specialist/Technician salary.

**Unique Maintenance** – No new information at this time.

**Redesign Project** - Honore reported that some of the committees have presented their wishes but there are still two committees to go. The architects have had staff present at the meetings so they can hear what the staff vision is. Once the committees have all presented, the PSC committee will bring recommendations to the board. Around the first of August construction will begin on the two administrative offices by the reference area. (Paula and Honore)

**Home delivery update-** The project has been very popular thus far. OCLC and SIRSI are working hard to figure out all the bugs that surface daily. Myra has been a huge help in this project because she knows all the right questions to ask. We can now deliver to anyone who asks for home delivery even if it is our own patron. The survey that goes back to OCLC asks patrons if they would be willing to pay for this service. One of Missoula's patrons borrowed a book from Whitehall and included \$5.00 for the service. OCLC made a short DVD to show at the President's Luncheon at ALA annual conference. Marilyn Trosper from Polson, Sarah McHugh from the State Library, one of our patrons and Honore are on the video clip. The board will see it at the next meeting.

**Salaries** - Staff will be voting on their salary increase next week.

Neal Leathers moved to increase salaries for Honore and Claire by 2% plus .57/hour and a one time amount of \$750.00. Motion carried

Becky will send a memo to Steve Johnson stating the amount of the raise.

**Bylaws** – Discussion took place concerning Bylaws for the Library Board and changes that would need to be made. Honore will find out the rotation dates from the City and County and readdress the issues at the next meeting.

Discussion also took place about recruitment of board members from the branch areas. Kate Jackson will draft a letter to the County Commissioners requesting that they take this into consideration when choosing new members for the board. Each time there is a vacancy we will continue to post a sign in both branch libraries to follow the practice started with the last county vacancy.

**Staff Training Day** - Honore reported that the staff had good feedback concerning the training that took place on Monday, July 23<sup>rd</sup>. A folder of the handouts was passed around so the Board Members had the opportunity to see the quality of the workshops that were offered. Honore thanked the Board for providing this opportunity.

#### **Other Old Business-**

**Signs on bookdrops** – Kate Jackson requested a sign be placed on the front bookdrops to state that an AV bookdrop is available in the back of the building. Kate had made this request some time back and did not think it had been taken care of. Honore was not sure if one had been placed on the front drop but will check and if it has not been done, it will be taken care of.

#### **NEW BUSINESS**

**New Staff** - Discussion took place concerning the revision of the position and Kate Jackson requested that in the future when a request impacts the budget, a formal proposal is to be prepared showing the budget impact. Beth Antonopulos would like a list of the salaries of all employees and what positions they hold. Beth Antonopulos made the motion that the Youth Services position be changed to a 40 hr library technician position. Motion carried.

**Long Range Plan** – Beth had requested the LRP be added to the packets so the board was aware of what had been completed during the month and what was still pending. Kate Jackson said it was not useful to her because it only states that items are complete or in process and it need to be more detailed than that. 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.

**Borrowing Policy** – Honore presented changes to the borrowing policy that were discussed at the June meeting. Following discussion about the changes, Kate Jackson asked what would be done about the patrons with existing cards. New patron information will be verified through a postcard but what will the library do to get current information on existing patrons. Honore said staff asks patrons if their information is current but it is not done consistently. Kate recommended a month be picked where all patron information will be verified.

Kate Jackson made a motion to accept the proposed policy change for Library Card Applications. Motion carried.

**Other New Business-**

**NEXT MEETING**

August 22, 2007 at 6:00 PM

**ADJOURNMENT 1:05 PM**

Respectfully submitted by:

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Honore D. Bray, Director Date

Board representative:

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Becky Mosbacher, Chair Date