

**Missoula Public Library
Board Meeting Minutes
March 17, 2005**

Members present: Kate Jackson, Christine Prescott, Becky Mosbacher, John Brown, Tom Javins

Absent: Bill Towle

Others: Paul Clark; Abe Abramson, Foundation Board; Claire Morton, library operations manager; and Bette Ammon; director and acting secretary

Citizen comments - Clark, who is attending meetings for a class at the University, asked how the MPL Friends and Foundation are connected. Abe spoke about how the Foundation was established and is governed by a separate board than the Friends. Clark also inquired about out-of-state university students getting library cards and was told all that was needed was proof of a Montana address.

Minutes - approved as corrected, Kate Jackson; second, Christine Prescott. Approved.

Statistics - Bette noted that the checkout numbers continue to go up. The Swan Valley statistics were presented separately. Safari statistics refer to an online database of technical computer books and use for that has gone up significantly.

Claims - Christine loves the neon open signs. What did we purchase from Plastic Graphics? Library cards that can be put on key rings. Claire noted that we arranged to have those available just before the SAM system (which requires library cards) went live. This is the time/print management system we've deployed for the public computers. We do have guest passes for people who don't have cards. Recent computer purchases are related to SAM. Jim is regularly replacing and moving around computers. Motion to approve claims, Christine Prescott; second, Tom Javins. Approved.

Old Business:

Vide projection system installation will begin tomorrow with the contractor cutting a hole in the wall between the large meeting room storage area and the meeting room. This will be for the cabinet that will hold all the decks. Kate asked about the projector costs. Bette noted that we are within the budget set by the Board and the Vanns' sales person said their online prices were being honored by the store. Kate would like to see the invoice. Tom asked about the number of lumens in the selected projector. Bette said that she and Jim had a demonstration of two systems and selected the system that projected PowerPoint programs and websites as well as video.

Frankenstein exhibit - the committee is meeting regularly, programs are set, and advertising will begin soon. The book genre group will be talking about gothic fiction in May and the Third Thursday book group is reading **Frankenstein** in April.

Staff room improvements - the staff committee hasn't met yet but will begin meeting in 2 weeks. Ceiling tile was been replaced, lockers and stove have been installed. Friends are providing \$2000. Motion to match the Friends \$2000 contribution regardless of the amount already spent on improvements, Christine Prescott; second, Tom Javins. Discussion - Tom is concerned that \$4000 will not be enough to replace the couches, tables and chair. Claire noted that the committee is very conscious of cost and plan to reuse or refurbish already existing furniture. Motion approved.

Front window refurbishing - Creative Paint and Glass has ordered the insulated glass and will take down the metal panels and install the glass when it arrives. Painting will follow, based on the weather.

Stairway railing rebuild - Tom arranged for a contractor to meet with Bette and Claire. He was in this week and will prepare some alternative plans.

Montana Library Association - we're sending 7 or 8 staff members - 3 staff members are presenting programs. No Board members are available to attend. Abe talked about the Foundation Board supporting trustee training at state, regional, and national conferences. Kate is interested in PNLA which will be held in Sitka AK in August and/or the annual American Library Association in Chicago in June.

Tamarack Federation meeting is April 1 in Darby. Christine may not be able to attend, in which case John is interested.

New Business:

Establish annual goals - the Board is interested in training on campaigns and public relations. Bette will talk to state library about possible presenters who can provide this type of program for the trustees this summer.

National Library Week activities - all sorts of activities are being planned by the committee including the annual tea party and Food for Fines. Claire mentioned that we will be sending out postcards to patrons with long overdue materials.

Other new business:

Swan Valley branch would like to close on April 1 in order to replace carpeting. Motion to approve closure, Christine Prescott; second, Kate Jackson. Approved.

Director's report - Bette asked that the Board accept her resignation effective April 8. Motion to approve, Tom Javins; second, Kate Jackson. Approved.

Bette recommends appointing Claire as interim director - with an increase of 10% in salary. Discussion followed about assuming the duties of both positions and concern over the increased workload. Claire talked about delegating some tasks and having other staff assist her. Bette asked that Tom be available to Claire for personnel and other matters and noted that Bob Cooper at the State Library will be available as well. Motion to ask Claire to assume duties of interim director with a 25% salary increase, Kate Jackson; second, Christine Prescott. Approved.

Hiring a new director - Bette advised the Board to form a subcommittee for recruiting and hiring a new director. Marie Pruitt from the County Human Resources Department will serve on this committee and John Brown, who has been through this process before, is willing to serve as chair. Discussion followed about who would be on the committee. Christine, Becky, and Kate are interested. Bill will likely be interested as well. Abe cautioned the Board about open meetings - if there is a Board quorum present, all meetings would be have to be public meetings and follow the open meeting laws.

Tom wants to be sure there is staff involvement similar to the practice at the University where candidates for top administrative positions do a presentation for the staff. Claire would like to be on the search committee and represent the staff. Bette talked about the search for the director in 1990 where the staff developed a set of questions that candidates responded to in a staff meeting.

Does the Board want others on the subcommittee? Barbara Theroux would be a good choice.

Special meeting scheduled for Thursday, March 31 at 5:15 pm. The only agenda item will be process for hiring a new director. Marie Pruitt will be invited.

Next regular board meeting -Tuesday, April 19 at 5:15.

Adjourned.

Respectfully submitted,

Bette Ammon, Director

Date

William Towle, Chair

Date