

Missoula Public Library
BOARD OF TRUSTEES MEETING
November 20, 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, and Honore Bray. John Brown and Rita Henkel were excused

OTHERS Claire Morton, Asst. Director

MINUTES Minutes of the October 17, meeting were approved as submitted. Motion by Neil Leathers, motion carried.

CITIZENS COMMENTS

NONE

CLAIMS **Motion to accept the claims as presented was made by Beth Antonopulos. Motion carried**

Discussion took place concerning reimbursement for books. Names should not show on this item in the claims due to patron confidentiality.

STATISTICS No discussion

DIRECTOR'S REPORT

Lost and Found – A lost and found policy will be presented for discussion and approval at the next meeting. This will include items left in the library and the bike rack outside.

Closure Nov. 19, 2007 – The library was closed due to no power. Staff will be paid for two hours and then can take vacation leave or make up the rest of the time.

Holiday party – Sponsored by the Friends of the Library, Sunday, January 27, at 6:30 P.M. at The Depot. RSVP to Honore by January 2nd.

OLD BUSINESS

New Board Members – The County will interview the final candidate on the 29th of November. There are seven interested in the two positions.

Frenchtown – There were no interested staff in the position at Frenchtown so the 20 hour position will be advertised as a temporary position (no benefits, “temporary” until the new budget year). The position was originally figured into the FY08 budget as a 20 hour upgrade to an existing position. When there were no applicants for the position a new plan had to be formed and the position readvertised. The new advertisement will render the budget \$4,000 short and that shortage can be made up from money we received for sharing materials among libraries. Honore asked the board to amend the budget and place an additional \$4000 in personnel for Frenchtown. Beth Antonopulos made a motion that \$4000 be

added to the Frenchtown budget for the Library Technician through this fiscal year. Motion carried

MSC budget – Claire reported that the MSC budget will move to the State Library in the next couple weeks.

Note: Discussion took place concerning library acronyms (such as MSC) and it was requested that staff refrain from using them in their monthly reports so that board members fully understand what is being reported.

Downloadable products – This project is in the hands of the State Library with a projected date of March or April for the pilot to start. A few libraries will be the first to jump in and then others will be added as they see fit. MPL has \$13,000 budgeted for the project in this budget year.

Swan Valley Branch – Fern sent an explanation of what she knows about the branch library and the building. Honore had contacted Hal Luttschwager from the County Risk and Benefits Office and he said the county pays the insurance on that building. As such, it is a Missoula County Facility and the library does not need an Interlocal Agreement with any agency for that branch. The 501C3 Library Board in SV is a local board that maintains the structure. The Missoula Public Library Board maintains the collection and pays the branch library technician's salary.

Other Old Business-

OCLC Home Delivery – This project is going to last until the end of the fiscal year and has been such a popular project that we have needed to add a short term employee to take on the responsibility of the mailing duties. The budget will be short on funds for this position since it will last longer than the six months that were predicted so Honore requested \$4250 be transferred to the personnel fund to carry the budget through the end of the fiscal year. Neal Leathers made a motion to amend the personnel budget by \$4250, taking the money from the available ILL reimbursement funds. Motion carried.

Trial for collections - Beth asked if there was an update on Unique. Claire is hoping to start the trial in the new year.

NEW BUSINESS

Calendar – A motion was made to accept the county calendar with the following additions:

Easter Sunday, Sunday, May 25th, (Memorial Day weekend), Sunday, August 31, (Labor Day weekend), Friday, November 28th, (day after Thanksgiving). Motion by Neal Leathers, Motion carried

Policy Manual – This year the policy manual is due for review by the State Library by the end of December. Honore has been working on aligning it with the recommended format from the Director’s Handbook. Honore and Claire will update the manual and have it ready at the December meeting for approval.

Offline – The Offline conference (Feb 22-23) will be offered at MPL this year. Jim and Claire are the co-chairs. There are two fully packed days and Claire encouraged Board members to attend. Local comedian Mike Beers will be the Friday evening entertainment.

Other New Business-

State Library Board Training – Beth, Claire and Honore attended the Board training at the Hilton. Beth will report on the workshop next meeting. She recommends that members seek the handouts online.

Branch field trip – Many staff have not seen the operations at the branch libraries. Claire explained that it is important for staff to know how the branches operate because they are part of the work that we do at MPL. On December 5, several of the staff will do a branch visit and the Friends will pay for lunch.

NEXT MEETING

December 19th at 6:00 P.M.

ADJOURNMENT – 7:00 P.M.

Respectfully submitted by:

Honore D. Bray, Director Date

Board representative:

Becky Mosbacher, Chair Date