

Missoula Public Library
BOARD OF TRUSTEES MEETING
October 15, 2005
9:00 A.M.

ORDER The meeting was called to order by Becky Mosbacher

ROLL CALL Members present were: Becky Mosbacher, Christine Prescott, Kate Jackson, Tom Javins, excused were John Brown and Bill Towle
Others present were: Claire Morton, Fern Kauffman, and Honore Bray

MINUTES Minutes of the September 20, 2005 meeting were accepted as presented. Motion by Christine Prescott, 2nd by Kate Jackson

CITIZENS COMMENTS None

STATISTICS The SAM visitor passes are still not being saved in the system at the end of the day so the reference staff is starting to record each days use by visitors. This statistics should look better next month. The computers are busy every hour of the day so the use is not down.

ILL is up. ILL stats don't include partner's items. Myra's extra help is great although the more help she gets it seems the busier she gets.

Fern reported ILL is down at Condon because of the Partner's supplying most of what her patrons are asking for. She also said she has not been keeping track of reference questions because there are too many during the day. Because reference questions need to be reported to the state as part of the yearly report it is important for the branches to keep track of both reference questions and directional questions.

Kate wondered why some of the branch stats are separated on the report and the circulation stats are added into the main library stats. It is because the circ system report is run for the main library and branches and is accessed from the main library. The branches send the other stats to the main library. From now on all stats will be added together for consistency.

A question was raised about the fact that the fines are up from last year and did the staff know why this was happening. The staff feels the reason for this is because patrons who have reached the fine threshold are blocked from using the Internet. This inspires them to pay fines so they have access.

Claire reported that no basic internet classes are offered in the summer months but Brianna is offering a basic IBistro class for a class she is taking for her MLS. Jim will likely resume regular classes soon.

Kate asked what "In house use" referred to and why it was the same as last year. Claire explained that when items are used in house the only way to track the stats is to keep track of items left of tables or carts in the library. The staff gets a count for a given amount of time and then averages the count and uses that as an estimate for a given time. Claire said it had been awhile since it was done and needs to be updated to reflect current use.

CLAIMS

Kate asked why Amazon appears as a vendor and Claire explained that when the acquisitions staff cannot find things from the regular vendors they purchase from

Amazon. She also pointed out that the library tries to keep the vendor list manageable. Kate recommended we look at overstock.com and see if they have items we would be ordering because they are often cheaper than Amazon.

A total of six library Staff members will be attending PLA, four from the library budget and two from Foundation funds.

Christine Prescott drove staff and herself to Fall Workshop in Great Falls and funds were saved by car pooling and room sharing.

Tom Javins moved to pay the claims and Kate 2nd the motion. Motion carried.

OLD BUSINESS

Stairway rail – Tom reported that at this time he has no bids but will get them

Roof- A bid was obtained by Rob. The board decided to use 60mil roofing. Tom Javins said the price difference is worth it. Two more bids are needed and it was suggested to have Western Sheet Metal and Summit Roofing take a look at the job and award the job to the lowest bidder. Tom Javins made a motion to approve spending up to \$70,000.00 for the roof using 60 mil TPO Membrane, second by Christine Prescott, motion carried.

Downstairs Renovation- Tom will get with Jim and then get the correct information to Honore and she will get it out to the firms for bid. (See September minutes for architectural firm names)

YA Desk and Children's Furniture- The board approved the bids from Timberline for the new YA and children's area book case and storage unit. Tom made a motion to approve the purchase of the matching cabinets for the children and young adult areas as presented on the bid. Christine 2nd the motion and the motion carried.

Trustee Workshop- The Debra Wilcox Johnson Trustee and Director workshop concerning library evaluation will be in Missoula on Saturday, November 5th. The workshop will be at the Grant Creek Inn. Tom, Christine, Claire, Becky and Honore will be attending. We will email John and Bill and find out if they will attend. Becky asked to be notified by email as a reminder.

Transfer to trust- When visiting with Dale Bickell for advice about transferring money to trust he said the commission would have to make an amendment to the budget to do the transfer and that isn't a problem. We need to find out if money is spent from the trust if that requires an amendment also. Honore will find this information out prior to the next meeting and then the board will decide on the transfer.

Other Old Business-

Elevator Carpet- Someone has been urinating in the elevator. The carpet has been cleaned and extracted and the odor still remains. Patrons are complaining about the odor and it is disgusting to be closed up with the odor. Rob has tried sprays and all of the deodorizing products he has and it still has not helped. Tom recommended that the carpet be removed and rubber tile from Pierce flooring be laid in its place (Johnsonite Rubber Flooring). Tom also suggested that Rob have OTIS come and clean the pit because the odor may be coming from leakage into the pit.

NEW BUSINESS

Holiday Closure- See Attached List

The list is very similar to the past years so it will be fine to do the same. Becky questioned remaining open on Easter Sunday and said the board had decided the circ stats did not warrant remaining open on Easter. Kate Jackson made a motion to approve the holidays as presented with the exception to Easter which will be removed from the list. Tom 2nd the motion.
Fern will be closed in Condon on Friday of Thanksgiving also.

Reclassification- Jim Semmelroth's job description as an information services coordinator does

not include the network administration aspects of his job. After discussion the board approved a rewrite of his job description and new pay rate which will be inline with other county network administrators. Kate Jackson approved the recommended salary of \$45,000.00, Tom Javins 2nd the motion, motion carried. The rewrite of the job description will take place with the HR office.

Becky questioned the title of Library Operations Manager when the position requires supervision of staff and the responsibility of duties beyond what an operations manager would be required to do. Becky explained what happened years ago when some of the duties of the Assistant Director position became the Operations Manager to allow the Assistant Director to work part-time and give part of the duties to another person. Six months later when the assistant director left her position more duties were attached to the LOM instead of replacing the assistant Director. Honore will do some research about the salaries for the next board meeting.

Holiday Party- The library staff would like a Holiday Party in the library with a turkey and ham that would be provided and they would bring the rest of the food as a pot luck. If the board wishes to decorate that would be great otherwise it is fine as is. The Board, Friends, Foundation and their spouses would all be invited as in the past. The staff felt that in light of the Friends book sale money going to help rebuild libraries that money should not be spent on a big staff party.

Long Range Plan- Honore provided copies of the long range plan which was revised in 2002 and suggested everyone look it over for the next meeting to see what revisions were needed. Kate Jackson suggested the format be changed so it was more conducive to becoming a working document. She will send Honore a suggested format so she can work on it for the next meeting.

Mileage- Federal mileage is now 48.5cents/mile

Contract- The Board and Honore signed the director's contract

Website- Claire explained that the website is on hold at this time because of an IBistro update which may be a replacement for the website. We are doing more investigation and it will be in place in the spring.

Other New Business-

DIRECTOR REPORT

Negotiations- We are still in the process.

Evaluations- We will start evaluations and they will be looked at from the staff and administration. This is a time for goal setting and looking back on what would help streamline peoples work habits. Honore said she sees evaluations as a positive way for staff to look at their past year and look forward to the next.

NEXT MEETING

November 15, 2005, 6:30 P.M.

ADJOURNMENT

Respectfully submitted by: _____
Honore D. Bray, Director Date

Board representative: _____
William Towle, Chairman Date

Holidays for the library

Monday, January 16, 2006
(Martin Luther King Jr. Day)

Monday, Feb 20, 2006

(Presidents' Day)

Sunday, May 28, 2006

Monday, May 29, 2006

(Memorial Day)

Tuesday, July 4, 2006

(Independence Day)

Sunday, September 3, 2006

Monday, September 4, 2006

(Labor Day)

Monday, October 9, 2006

(Columbus Day)

Friday, November 10, 2006

(Veteran's Day)

Sunday, December 24, 2006

(Christmas Eve)

Sunday, December 31, 2006

The board voted to be closed on Easter Sunday due to low circ stats and Election day will be an opened day.