

Missoula Public Library
BOARD OF TRUSTEES MEETING
October 25, 2006
5:30 P.M.

ORDER **The meeting was called to order by Chair, Becky Mosbacher**

ROLL CALL Members present were: Becky Mosbacher, Kate Jackson, John Brown, Neal Leathers, Rita Henkel, Beth Antonopulos and Honore Bray
Others present were Claire Morton, Molly Kliss and Marje Doyle

STAFF PRESENTATIONS: Molly Kliss was introduced to the board members. Molly explained her functions as a member of the reference team. Molly is the selector for non-fiction materials and is beginning a project for book clubs. Marje Doyle is also a member of the reference team. Marje is working on newspaper indexing as a special project and is always looking for new projects to assist with patron access. Her projects will be listed under old business.

MINUTES Minutes of the September 20th meeting were approved as written. Motion by Neal Leathers

CITIZENS COMMENTS

STATISTICS **Accepted as presented. Discussion took place about the circulation stats, Claire pointed out that circulation has been up by 8% the past two months. New stats will appear for the new Novelist database which is for Reader's Advisory. Access Newspaper Archives is a free database. It has some helpful information but is missing in many areas. The Library "My Space" site has been up for about a year. Comments received about the site have been positive.**

CLAIMS Accepted as presented. Motion by Neal Leathers
Neal requested a simple budget that everyone can understand so it is apparent what money is available for expenditures. The monthly claims list is confusing when trying to decide what money is available for future spending. The monthly claims list is important so the board can accept the payment of the claims but does not give a clear picture of what is available for the future. Honore will work on something for the next meeting.

OLD BUSINESS

In Service Day: Honore explained what the outcome of the in service day was and gave everyone a proposed timeline of tasks to take place in the next year. John Brown voiced concern because the board had not voted on moving ahead on this project at the last meeting. Direction had been given to do an in service with staff and return to the board with a plan but nothing was said about changing to the "Book Store Model". John felt strongly that it was the board's duty to decide and have a motion appear in the minutes. He also wants to see reviews of the plan happening at regular intervals during the planning stage. Kate made a motion that the library move forward with the project. Motion carried.

Downstairs remodel: Due to John's early departure the meeting was continued and the tour took place after the meeting.

New Board Member: We are back to a full board at this time. Mayor John Engen appointed

Beth Antonopulos to the library board as the city representative. Welcome Beth and thank you for your interest in serving on the board.

Election of a Vice Chair: Since Christine Prescott has resigned from the board to assume a page

position at the library it is necessary to choose a new Vice Chair of the board. Becky Mosbacher nominated Kate Jackson for the position, no other nomination and the motion carried. Congratulations Kate.

Becky also wanted to thank Christine Prescott for the time she spent on the board. Christine had not attended a meeting since her resignation and all members had not been together since then to express their sincere thanks to Christine. Becky passed a card for Christine's farewell.

Branch Libraries: Frenchtown High School is moving rapidly to become a branch of MPL.

Honore suggested she work on a draft agreement and send it to board members so they can comment. Once the agreement is ready she would set a meeting with the Frenchtown School Board so things can be discussed and an agreement could be signed. She also reported that Clinton Schools and Lolo Schools may be interested in a branch library. Honore feels this is the best use of money because the public buildings are already in place and partnerships allow public money to be used in the best interest of all. Kate asked about a timeline for the Clinton and Lolo Libraries. They would be targeted for the next fiscal year's budget.

Overdrive update: Claire reported that she will be working with the State Library to see if this is

a feasible project for a statewide purchase. She has peaked interest in many Librarians and will keep us informed as the time goes on.

Senior Outreach: Marje Doyle reported on the work she is doing with Aging Services and the

contacts she is working with so the outreach program can be expanded. Marje has made many contacts and is open to new ideas for helping the library and the Seniors have a great connection. Things she has visited with Aging Services about are Virtual Library Services, a rotating collection in the Senior Center and more viable services in Assisted Living residents, and home delivery of materials for shut-ins. Kate Jackson expressed her desire to see High School Students involved as Honore had involved them in the Anaconda program. Marje is very receptive to having that type of assistance and will work on the connection. Marje and Christine Jorgensen are partners in this project. Christine has been doing the Senior Outreach at the Library for years and is also anxious for some change.

Fines for Seniors: Claire was approached by a Senior Patron who said at his old library fines

were not charged to seniors and it was a nice gesture. After discussion with staff she brought the idea to the board. Following discussion of the issue it was decided that the policy would not change because the board does not wish to single out any one group of users. Staff has the ability to work with patrons

concerning their fines and that is the best way to deal with the issue. Claire thanked the board for the great discussion.

Security Update: Two viable options for security in the library are with the existing City Force

and the County Force. These two offices provide contracted services in the community. They are both about \$30 an hour and we would have them for 12 hours per week. The budget only has \$15 figured in because that is what security companies were charging. Honore was hoping to get a retired police officer but state law prohibits a county entity to contract with an individual, it must be with a viable company that is in existence. The budget will be fine because we are so far into the year and do not have an exact date the lab will open. After discussion the board would prefer one of the existing forces and would like to know if the library will have an opportunity to interview the individuals who are available. Honore will do the research and get the process moving so the individual can be on board when the lab opens.

Other Old Business

Central Asia Institute: Marje Doyle reported that the institute builds schools in Afghanistan that have been destroyed in times of war. Greg Mortenson, the author of *Three Cups of Tea* and the founder of the foundation presented at MLA three years ago and MLA decided to raise funds to build one school. At the time the amount needed was \$20,000 per building. Each year that the goal is unmet the price of the library rises. As a member of the MLA Library Board and Chair of the Professional Development Committee, Marje would like to collect fines at MPL for one week and allow the patrons to keep the money at MPL or donate to this worthy cause. Discussion took place about the process and the board felt as long as the patrons have the option of keeping the money at MPL or donating for CAI it would be great to participate in the project. One board member suggested placing a donations jar on the counter to encourage others to donate also.

OTIS: The staff elevator is in need of a new Maxton valve. This allows the car to level out when reaching the second floor. At this time the car can be anywhere from 1-3 inches lower than the floor and the staff are lifting loaded book trucks on and off the elevator. The cost of the part and labor are \$5483.00.

Pay increases: It is necessary for the board to notify the county of the increase they wish the Assistant Director to receive for the 2006-2007 year. Beth moved that Claire receive the same increase and benefits as the rest of the library staff and that it be retroactive to July 1, 2006. Motion carried and Becky will notify Steve Johnson of the decision.

Meeting room policy: An addition will be made to section B of the meeting room agreement as follows : Library sponsored presenters may offer their materials for sale.

NEW BUSINESS

TRUSTEE WORKSHOP: A workshop on Fundraising sponsored by the State Library will be held on November 11th from 9-4 in Missoula. Members wishing to attend contact Honore.

HOLIDAY PARTY: Planning has started for the party but if Friday night is the staff's choice

then December 1st is the only day the library does not have an evening event. More information to come.

Other New Business-

Courtesy phone: During Molly's presentation she asked if the library could put in a courtesy phone. Patrons now use the phone at the reference desk and it is a business phone. Neal Leathers made a motion to add a courtesy phone at the info desk, motion carried.

Position upgrades: A proposal was made to fill a 20 hour reference technician position with a 26 hour circulation position. As the lab opens this would allow more flexibility in scheduling. To help fill the 20 hours previously covered by that reference technician it was proposed to enhance three existing library assistant positions to specialist positions, therefore allowing qualified staff with training in reference to provide reference services on a limited basis. This would create three possibilities for advancement in the circulation department that do not exist at this time. Some staff members assume more responsibility than described in their positions; this is a great way to provide advancement for people. During discussion it was made clear that when staff take on voluntary tasks they will not be compensated in this manner. This is a one time change in structure. Neal Leathers made a motion to create the 26 hour circulation assistant position and three circulation specialist positions. The motion carried.

Tax Form Wording: It is very uninviting for patrons to see "NO" in response to services in the library or on the Web site. Wording should be positive. Ex. Tax forms are available at... Claire will see that the wording is changed on the Web.

NEXT MEETING

November 15, 2006 at 6:00 in the Director's Office. Becky Mosbacher is excused and Kate Jackson will chair the meeting.

ADJOURNMENT

Respectfully submitted by:

Honore D. Bray, Director

Date

Board representative:

Becky Mosbacher, Chair

Date