

Missoula Public Library
BOARD OF TRUSTEES MEETING
August 21, 2009
Swan Valley Branch

- ORDER** The meeting was called to order by Chairman Neal Leathers
- ROLL CALL** Members present were: Neal Leathers, Rita Henkel, Beth Antonopulos, Margaret Wafstet, Christine Prescott, and Honore Bray. Brenda Jackson was excused.
Others present: Fern Kaufman Branch Technician, and Jim Semmelroth IT MPL
- CITIZENS COMMENTS**
Fern would like to see a larger building for the Branch Library
The new community hall in Condon is still in the discussion stage
The board would like a highway sign for the library, Honore will get information
Fern will start counting computer usage by the hour and each time the user changes so the count method is consistent with MPL
Fern is waiting for the shelves for the paperbacks until the busy season slows down
McNaughton books get checked out as soon as they come out of processing due to holds so we will change the Cataloging of those to be grab-n-go
The library needs an up-to-date Science Encyclopedia
- MINUTES** Minutes of the July 22 meeting were approved. A motion was made by Rita Henkel, the motion carried.
- CLAIMS** Christine Prescott made a motion to accept the claims as presented, motion carried.
Discussion on claims took place.
- STATISTICS** Discussion took place concerning the statistics from the databases. They were double checked prior to going in the packets but it is possible that the wrong information was used. Jim will look into this.
Jim discussed that SAM (the time management system at WEB ALLEY) may not be working correctly. He has looked at using Invision Ware but the upfront cost is possibly \$20,000 so we will continue to use SAM for awhile.
- DIRECTOR'S REPORT**
In Packet
MPL is now using Electronic Timesheets – Elizabeth has set the system up in conjunction with payroll and IT at the County
Elevator – a bid was received from Northern Fire on updating the fire panel for the new fire system in the elevators. This is not in the 2010 budget as we just received the information that it was necessary. Honore has asked for a second bid and is waiting for the bid. She will send both bids out to the board. A special meeting may be needed for a vote prior to the next meeting.
New version of IBistro allows patrons to sign up for a library card online. MPL has been waiting for this feature. Gail Hanowell and Elizabeth have been testing the process and have had good feedback from other staff members.
ILL Reimbursement arrived at \$51,389.75
Per Capita State money arrived at \$9657.34
MLA dues are paid for all staff requesting dues paid and for the Friends and Library board.
- OLD BUSINESS**
DVD Exchanger – ITG has sent a technician and new equipment to see if the problems are hardware problems. Jim explained some of the issues MPL is having with this product. He explained that until it is working satisfactorily it will not be paid for. There are fewer problems using the new equipment but it isn't fool proof yet.
ITG had a representative at PNLA. He visited with Jim about the exchanger and gave the IT Team information and suggestions on communicating with ITG in a more effective manner. It seems to be working.

Long Range Plan Discussion – This has been a long process and will continue for the next month

Pilot Projects –is working well. Jim Semmelroth worked with Jason from OCLC to get things going and it has been working smoothly.

Water Rights – A letter was received from DNRC stating that the variance would take another two months but they didn't see any problems at this time. A flow meter will need to be added to the circulation system to monitor the flow and volume of the water once DNRC grants the variance. The flow meter bid has been received from Johnson Controls and it \$3840.00 which is not in the budget. Honore will look into the bond of the person who previously prepared the materials for DNRC. It may be possible that he was bonded and his bond would pay these expenses.

New Kids Checkout – Jim has installed the checkout in kids and it is working very well. Parents are happy to have the convenience. ID Recall spent two days at MPL when they delivered the new Checkout and upgraded equipment in the other three stations. The upgrade was at no cost beyond the maintenance contract.

PNLA – Christine Prescott and Beth Antonopulos attended the conference along with many staff members from MPL. Copyright and licensing were the topics for the pre-conference. Dr. Lipinski gave many suggestions. MPL was correct in returning the Film Festival DVD collection back to the Film Festival office. MPL Policy manual needs to be looked through again to identify places that could be a problem. Bulletin Board Policy could be one area of concern. Discrimination and creating a limited public forum are issues to look at. The creation of a social networking policy is important. The library board is responsible for policy. Staff is always asked for input but they are not responsible for the creation and passage of policy. Board Training on creating a Limited Public Forum is needed.

Other Old Business

Branch at Clinton – Margaret has been working in the Clinton Community to find a way to offer public library services. The school does not appear to be interested. Margaret feels the Women's Club and Community Centers are other venues that may be a possibility. Honore will contact the Women's Club and see if it is possible to attend the meeting in September. It may be possible to create a virtual library through the Women's Club. Other possibilities are placing a book drop in Clinton and providing wireless service for the community.

NEW BUSINESS

New Hires – Two circulation assistants and four pages have been hired. Heather Tone will be giving up her MPL hours and keeping the Frenchtown hours. She has a teaching job at the University. A 16 hour assistant has been hired to fill Heather's position. A 16 hour assistant was just vacated this week and the next person on the list from the last recruitment will be contacted by HR.

Policy Review – Age limit of child w/o parents will be tabled until September
Unattended Adults in the Children's Department needs to be reconsidered
Page 49 of the policy manual – Meeting Room Agreement will be changed as follows;
B. An admission or registration fee may not be charged at any meeting. ***Sales of goods and services are prohibited, but*** donations may be accepted to recover meeting materials costs. (Remove the italics – bold statement)

Fall Workshop – Will take place in Great Falls. If anyone on the board is interested in attending please let Honore know.

SWIM Grant – The University of North Texas will start recruiting for the MLS program coming in 2010. We will receive six scholarships for Montana citizens to obtain their MLS and six scholarships to receive School Library Media endorsements. Beth thanked Honore for being instrumental in finding a program to come to Montana.

Other New Business –

National Library Card Sign up Amnesty – Amnesty week for fines will be offered one week during National Library Sign up month. Motion by Beth Antonopulos, motion carried.

Elevator – The fire equipment in the refurbished elevators will need to be controlled through digital equipment. Honore has requested a second bid on this equipment. This expense is not in the budget.

Next meeting dates -

September 23, 2009 Margaret will be excused

October 21, 2009

November 18, 2009

NEXT MEETING – September 23, 2009 Margaret and Christine will be excused.

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

Board representative: _____
Neal Leathers, Chairman Date