

Missoula Public Library
BOARD OF TRUSTEES MEETING
September 27, 2017
6:00 PM
Director's Office

ORDER The meeting was called to order at 6:00 by Chair Rita Henkel

ROLL CALL Members present were: Audra Loyal Becky Mosbacher, Barbara Berens, Rita Henkel, Margaret Wafstet and Honore Bray. Matt English was excused.

OTHER Christine Prescott citizen

MINUTES Becky Mosbacher made a motion to accept the minutes of the August 24, 2017 meeting as corrected. Motion carried

Becky Mosbacher made a motion to accept the minutes of the August 14, 2017 Special meeting as presented. Motion carried

CITIZENS COMMENTS –Prescott wished the Trustees luck on the building project and anticipates visiting in the future.

CLAIMS Margaret Wafstet made a motion to accept the claims as presented. Motion carried.

STATISTICS

DIRECTOR'S REPORT

Request for Food for Fines from December 3-9, 2017. This program allows people to provide food for the Food Bank in lieu of a user paying their late fees. Lost or damaged materials must be paid for; the program is for fines only.

Montana Shared Catalog Executive Committee has chosen to replace the vacant Director position with a Technician. Cara Orban a current employee of the State Library will take on the administration duties and the new hire will be available to help libraries with issues that arise.

We are going to try a trial of the Baker and Taylor platform for eBooks and audio downloadable. This is an alternative to Overdrive which is what we currently use. Each year overdrive cost becomes prohibitive. MPL asked the State to look at a group contract 10 years ago but now we would like to switch to something more reasonable. Baker and Taylor will work with the publishers to retain the content we already purchased through Overdrive.

Unfinished Business

Building Project:

Asbestos abatement began on the Payne Block this week. The Cemetery Board removed the pavers from the property since they had no bearing on the asbestos removal.

MSR will not be in Missoula in September. Further design is in progress and since the design has not changed significantly it is more cost effective for a meeting in late October or early November.

OTHER OLD BUSINESS:

Policy- Unattended Children

Unattended Child Policy

Missoula Public Library welcomes children to use its facilities and services. The responsibility for the care, safety, and behavior of children using the library rests with the parent, legal guardian, or designated caregiver. School age children may use the library unattended, subject to other rules and regulations of the library concerning behavior, conduct, and demeanor (see the Library's Patron Disruptive Behavior policy).

Should an unattended child exhibit disruptive behavior, library staff will attempt to contact the parent or legal guardian of the unattended child. In the event that the parent or legal guardian cannot be reached within 30 minutes, local law enforcement officials will be called. Two staff members will wait with the child until law enforcement officers arrive.

Teachers, daycare providers, or other youth leaders may not leave groups of unattended students in the library regardless of the age of the students. Parents or guardians of children of any age who have special needs must remain with their children at all times while they are in the library.

Parents should be aware of the library's hours and keep in mind that those hours may change due to holiday schedules, inclement weather, or other unforeseen emergencies. Parents must pick up children at least 5 minutes before the library's posted closing time.

If an unattended child is alone at closing time, the staff will ask the child to contact his/her parent. If no one can be reached on the first attempt, the staff will contact local law enforcement officials to assume responsibility for the child. Two staff members will remain with the child inside the library entrance until law enforcement officials arrive. A note will be placed on the Front Street door of the library notifying the parent, legal guardian, or designated caregiver that the child is in the care of local law enforcement officials.

Under no circumstances shall a library staff member transport any patron.

(Approved 7/8/90)

(Revised 9/00; 4/03; 2/05; 7/06)

(Revised 2010)

(Revised 2017)

NEW BUSINESS

Director's Salary – HR contacted Rita about the 2.5% increase given to Department Heads and wanted to know if the Library Director was to receive the increase also. Becky Mosbacher made a motion to increase the Library Director's salary by 2.5% retroactive to July 1, 2017. Motion carried.

Other New Business

Food for fines - Elizabeth Jonkel requested a FFF's week take place December 3-9, 2017. Users can bring in non-perishable food in place of paying fines. This does not remove damaged fees or lost fees. Those items must be paid for, this is for 10cent fines only. Audra Loyal made a motion to have Food For Fines week December 3-9, 2017. Motion carried.

Next meeting: Tuesday, October 26, 2017 in the Director's Office at 6:00 PM

ADJOURNMENT

Respectfully submitted by:

Honore D. Bray, Director Date

Rita Henkel, Chair of the Trustees Date