Missoula Public Library

**BOARD OF TRUSTEES MEETING**

**July 28, 2021**

**6:00**

**ZOOM online meeting**

# Citizen comments are very important to the Library Trustees. Policy states that public comment is limited to three minutes on each agenda item or three minutes at the beginning of the meeting on items not on the agenda.

# ORDER The meeting was called to order at 6:00 by Vice Chair, Becky Mosbacher

**ROLL CALL** Members present were: Becky Mosbacher, Forrest Boughner, Margaret Wafstet (Online), and Honore Bray. Audra Loyal, Lisa Mecklenberg Jackson, and Carol Wolfe, were excused.

**OTHERS PRESENT:** Karl Olson – MPL Foundation, Brad Johnson – Member of the public, Emmie Bristow – County Employee, Staff members: Elizabeth Jonkel, Will Klaczynski, Amanda Allpress, Ellen Murray, Laura Cote.

**CITIZEN COMMENTS ON ANYTHING NOT INCLUDED ON THE AGENDA**

Brad Johnson addressed the Trustees with concerns about Phoenix Security. Mr. Johnson feels he is being harassed by the Security Officers. He would like the library and the County to have a policy concerning hiring employees or companies that support White Supremacy, he feels he was not taken seriously by Missoula City Police when trying to perform a citizen’s arrest on two of the Phoenix security guards. Mr. Johnson would like the Trustees to address his issues with Phoenix security as he feels he cannot use the library without being harassed by the Guards.

**MINUTES – June 23, 2021 meeting –**Margaret Wafstet made a motion to accept the

Minutes as presented. Forrest Boughner, second the motion. Motion carried.

# CITIZENS COMMENTS – None

**CLAIMS** – **June 2021,** Margaret Wafstet made a motion to accept the claims, Forrest Boughner, seconded. Motion carried

# CITIZENS COMMENTS – None

**STATISTICS –** Trustees would like the list to add 2019 Statistics. This would be a better comparison. Next month’s statistics should have three columns. 2019 being added.

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**DIRECTOR’S REPORT**

Steve Miller – DAC project manager for the Library retired so MPL will continue working with DAC through ae Design and a representative from DAC. There are still several projects with TC and DAC to complete.

Climbing structure – will begin installation mid to late Augsut.

Standard Operating Procedures updates are in the process of updating by Elizabeth Jonkel. After updating she send them out to the staff for additions. This seems to be productive. Once we interview and promote the new AD of operations Elizabeth will have more time to work on the SOP and Emergency handbook.

Grand Opening – Thanks for attending if you had the opportunity. There were over 2000 visited the building and participated in the many activities taking place with the Library and all Partner’s areas.

Invoices for Ancestry and Heritage Quest - Honore sent invoices to the participating libraries for the 2022 year.

Passports – Reference Librarians are receiving an overwhelming amount of requests for passports. Some schedule changes have been made to help fulfill requests. Many people planning to travel at the Holidays and need passports. Hopefully, following this rush things will level out.

Elevators – KONE has adjusted the tension on the elevators. We have not had issues since and Honore will sign the agreement once it comes back with changes from the Co. Attorney’s office. Trustees want the monetary value of false alarms listed at $1500 and if KONE charges less that will be passed on to the user. KONE has refunded the first two invoices for the fault calls.

First Night – Art’s Missoula will hold First Night events at the Library this year. The evening dance and activities will take place all day from the Partners and the Library staff as well as other organizations. MCT and a couple other organizations will house some events also but the majority will be at the Library. Art’s Missoula will have their headquarters at MPL for the event. MPL will participate and cover the security and some staffing for the entire day.

Citizens Comments: None

**UNFINISHED BUSINESS**

**Building –** Doors in the vestibule on first floor have broken hardware and TC Glass has been contacted by DAC. Several other issue are being worked through. Jarrett Emeril’s from DAC is our contact since Steve retired.

**Tamarack Federation report –** Becky Mosbacher gave a report on the Tam Fed meeting that took place in May at MPL. Most of the meeting was about preparation for Disasters. Honore said MPL has a disaster policy which will need to be updated with new information for the new building but it was worked on several years ago with the University of Montana Mansfield Library. This is something she and EJ will work on once the New Assistant Director is in place. Becky asked that there be a one page document that can be addressed if there is a disaster. Phone numbers and pertinent information should be included.

**OTHER OLD BUSINESS:**

# NEW BUSINESS

**Election of Chair and Vice Chair –** After discussion, Becky Mosbacher made a motion to reelect Audra Loyal as Chair and elect Margaret Wafstet as the Vice Chair. Motion Carried

**Cost of Living Raise for the Director –** Forrest Boughner made a motion to give Director Bray a cost of living increase of 2.5% for the FY 2022 year following the non-union employee raise from Missoula County. Margaret Wafstet, seconded the motion, motion carried. Audra Loyal will contact the HR office.

Brad Johnson – The Trustees will follow up with a letter to Mr. Johnson following discussion and advice from the County Attorney’s Office.

**Next meeting will take place in person and online.**

**August 25, 2021**

# ADJOURNMENT

Respectfully submitted by:

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Honore D. Bray, Director Date

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Becky Mosbacher, Vice Chair of the Trustees Date