Missoula Public Library

**BOARD OF TRUSTEES MEETING**

**August 25, 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 Chair, Audra Loyal

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

**OTHERS PRESENT:** Karl Olson, Mae Nan Ellingson – MPL Foundation, Staff members: Elizabeth Jonkel, Will Klaczynski, Amanda Allpress, Laura Cote, Leslie Wood, Jon Sears – AE Design

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

**MINUTES – July 28, 2021 meeting –** Becky Mosbacher made a motion to accept the

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

# CITIZENS COMMENTS – None

**CLAIMS** – **July 2021,** Becky Mosbacher made a motion to accept the claims, Carol Wolfe, seconded. Motion carried

# CITIZENS COMMENTS – None

**STATISTICS –** When looking at the 2019 stats compared to 2021 remember there was

shortened hours for most of 2021

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**DIRECTOR’S REPORT**

Climbing Structure – The crew to install the structure will arrive on Saturday to install the support for the structure. The install will take up to four weeks.

Evening Meetings – Honore has received phone calls from neighbors concerning the lights at the library shining into their windows in the evenings and keeping them awake. Also the garage gate is loud when opening and is irritating in the night when opening. Honore recommends that for now the Trustees think of 9 PM as the time to end meetings so the library can be a good neighbor.

\*Discussion took place and Audra Loyal commented that the Library is in the Downtown Corridor so later meetings should not be an issue.

Public Comment:

Mae Nan Ellingson commented that part of the idea of the new building was that it would become a venue for events. Karl Olson commented that the Library needs time to live in the building for some time before having events. It will take a year to get those events figured out.

Elevator Contract has been vetted by the County Attorney’s Office and has been signed for a one year term.

Lockouts on elevators will be installed by KONE in the next couple weeks. This will allow the library to have some parts of the building open while others are not staffed. Example would be self-service hour from 8-9 in the morning. The elevator will go to first floor but not beyond. Stanchions will be placed at the first floor stairway and the Security Guard will be present so people will not use the stairs to access the rest of the building. This will also help for after hour events when they happen.

The AUOR full line up of fall events is beginning in September. Karl, Sarah, the programming committee, and the Partners have all worked very hard to put together a three month array of programming. This is the beginning of program planning three months in advance so people are aware of what is happening and can plan far in advance to attend. This was grueling the first time around but will be easier from here out. Kudos to all who help it happen.

Rebecca Miller, from Library Journal visited the building a few weeks ago. She asked if we were still interested in hosting a Design Institute. Honore said yes so LJ will be in touch with details shortly. Elizabeth and Honore attended the Design Institute in CA when planning MPL. It is a great resource for those planning a new or remodeled building.

Friends of the Library will be holding a $5 a bag book sale in September. They have received so many boxes of books they need to do something to weed them out.

Contingency fund for the building project. Audra asked Honore to explain the spreadsheet she had sent out. Honore explained the expenses which were all things that were originally in the plan but were not ordered until the library moved into the building.

The County Finance Office shows $351,629.54 funds spent from $441,818.76 Library Contingency. Library shows $307,697.22 Honore will figure out the difference in the two. Honore will request a meeting with finance office once they are have completed the budget. She will send the information out to the Trustees and the Foundation when she receives it. At the time the Finance Office sent out the report there is 44,371.18 left in Contingency.

Mae Nan requested the AE Design budget continue to be updated. Jon Sears will update the budget with the information Honore has provided. The budget will continue to be used.

The Library has Solar Project, Soft Play Area and the Digitization project to pay for and will do it with Library funds.

Other Comments:

Lisa Mecklenberg Jackson asked if Brad Johnson had received his letter. Honore said he had. She also asked who had received the Assistant Director of Operations position. Honore introduced Amanda Allpress who was a Reference Librarian and has been promoted to the new position. Amanda will not begin her new position until sometime in September, this will allow for her Reference position to be filled.

**UNFINISHED BUSINESS**

**Building –** Jon Sears reported that DAC is working on their punch list and warranty work. Steve Miller has retired and Jarrett Ermels the Project Engineer will continue to have employees complete the work. Jarrett will give a weekly update of the things that have been completed. There is also an elevator issue with the generator and power that will be dealt with soon, a few heating issues and we should see the finish line.

**COVID Conversation –** Sr. Outreach is going back to door to door service because the Sr. Residence are not allowing outsiders in at this time because of the numbers in COVID cases. Amanda will also discontinue Memory Café until further notice. It does not lend itself to online participation.

**OTHER OLD BUSINESS:**

# NEW BUSINESS

**Library Director Job Description –** The Trustees on the Committee have been working with the County HR office to develop and update the job description so it can be advertised next month. Changes that were discussed were concerning the computer programs that are currently listed. Audra will send the revised JD out to the Trustees prior to advertising.

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

**Time: Sep 22, 2021 06:00 PM Mountain Time (US and Canada)**

**https://us06web.zoom.us/j/85433171301?pwd=akEwZTVMZzdGZDZqekxIUEpCQS9xdz09**

**Meeting ID: 854 3317 1301**

**Passcode: 688538**

**One tap mobile**

**Find your local number: https://us06web.zoom.us/u/keEVNPphlc**

# ADJOURNMENT

Respectfully submitted by:

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Honore D. Bray, Director Date

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Audra Loyal, Vice Chair of the Trustees Date