Missoula Public Library

**BOARD OF TRUSTEES MEETING**

**January 26, 2022**

**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 6:10 by Chair, Audra Loyal

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

**OTHERS PRESENT:** Desiree Funston, Karl Olson, Teresa Clark, Will Kaczynski, Amanda Allpress, Kayla Whitaker, Emily Walter, Allen Seelye, Crystal Kobayashi, Joshua Diadone – Staff, Paul Condon, Marci Bozeman – Library users, Geoff Badenach– Foundation Chair Barbara Theroux - Friends Chair

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

Spectrum Window Cleaning – Would like to invite everyone to have donuts and coffee with them as they train new employees and clean the interior windows of the building. They thank the library for being a customer and would train those who want to know how to clean windows properly while they train new employees.

Audra Loyal brought up the idea of a Consent Agenda. The minutes, Claims and Stats would constitute the consent agenda and it would free up time for the meat of the meeting. Discussion will take place at the February meeting. Other County Boards are adopting Consent Agendas. It does not mean discussion of these cannot happen if one wishes to.

**MINUTES – December 2021** Forrest Boughner made a motion to accept the minutes as presented. Lisa Mecklenberg Jackson, second the motion. Motion carried.

# CITIZENS COMMENTS – None

**CLAIMS** – **November, 2021 –** A question about the returned external hard drive was answered by Allen Seelye. It was an extra that wasn’t needed as storage for back up to the MPL system. Funds were returned to the IT budget. These backups are stored at the bank in a bank box.

Carol Wolfe made a motion to accept the claims, Margaret Wafstet seconded. Motion carried.

CITIZENS COMMENTS – None

**STATISTICS –** 27,544 visitors in the library in December

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**DIRECTOR’S REPORT**

The local fabricator has taken the parts to the climber to their shop to work on completing the structure. It should be installed by the end of February.

Professional Staff Evaluation – will be completed by time Honore retires. She will leave a list of the professional goals of the employees for the new Director so next year’s goals and educational plans can be fulfilled. The evaluations will be placed in employee’s files at the HR office where they can be accessed by employee or Library Administrative Staff.

Passport recertification is complete for current staff. There are now 11 agents on staff. The new Director will need to be certified immediately after beginning the new position as they are the Manager of the Passport site. This is a Federal Program regulated by the US Department of State.

Local Radio manager Jessie Blumenthal has provided information for the Trustees to look at. Please look over and send me any questions before the next meeting where you will vote to install the tower or not to install the tower for the radio. Jessie will attend the next meeting to answer questions.

**UNFINISHED BUSINESS**

**Building –** TC glass is ordering new hardware for the vestibule. The hardware will have an increase to the cost that the library will be liable for. All new glass will be installed and TC glass will pay for that.

**Negotiations 2021 -** completed. A .57 increase for 2022 was included which brings all beginning salaries at MPL to at least $15.00 per hour. Honore Bray did not want to promise any other increases because nobody knows what the FY23 budget will include. More salary negotiations for 2022 can happen next year. So in July all employees will receive the .57 and during yearly negotiations they will discuss future increases.

Reclassification of three positions took place at the same time as negotiations. Cataloging specialist to Technician, Programming Specialist to Librarian, and the Library Asst 1 to a Lib Asst 2 for PR, paid by the Foundation.

**Library Director Recruitment –** Candidates will be interviewed on February 2, 3, and 4. The schedule is on the library website with the Candidate information. All people can attend any of the interviews and there are times for all stakeholders. [www.missoulapubliclibrary.org](http://www.missoulapubliclibrary.org)

Selya Avila expressed some concerns. She is not speaking for all staff but for some. Some staff are feeling apprehension and uncertainly about the process. There are concerns about no overlap time with the current Director and feel the Trustees are not setting this transition up for success.

Audra Loyal addressed the concerns and expressed that she has been on many committee’s for hiring, even at the University and this is a common practice.

There were questions asked about how feedback would be given to the Trustees from the staff and community. HR will provide an evaluation form to those who wish to provide feedback. HR will collect the comments and prepare the information for the Trustees.

**OTHER OLD BUSINESS:**

# NEW BUSINESS

**COVID CONCERNS-** Crystal Kobayashi brought forth concerns about the number of cases in Missoula County and people choosing not to mask. Since the Legislature of Montana made masking mandates against the law the Library is doing all they can do at this time.

After discussion it was decided that Library administration will limit hours or whatever needs to be done for those who are concerned about health issue at work.

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

**Time: February 23, 2022 meeting will be posted on February Agenda**

# ADJOURNMENT 7:19

Respectfully submitted by:

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Honore D. Bray, Director Date

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Audra Loyal, Chair of the Trustees Date