Missoula Public Library

**BOARD OF TRUSTEES MEETING MINUTES**

**April 27, 2022**

**6:00**

**Missoula Public Library, Blackfoot Room & 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, Margaret Wafstet

**ROLL CALL** Members present were: Forrest Boughner, Margaret Wafstet, Randi Tanglen, and Slaven Lee.

**OTHERS PRESENT:** Selya Avila (online), Geoff Badenoch (online), Desirée Funston (online), Karl Olson, Elizabeth Jonkel (online), Will Kaczynski (online).

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

None

**CONSENT AGENDA –** Randi Tanglen made a motion to accept the items on the consent agenda following claims discussion. Forrest Boughner, 2nd the motion, motion carried.

MINUTES – March 23,2022

CLAIMS –

STATISTICS **–**

**DIRECTOR’S REPORT**

First 30 Days

* Passport training – Slaven has finished State Department training online and has shadowed other passport agents. There are 10 agents currently and Reference staff are exploring ways to expand capacity to take more appointments in a way that is less disruptive to the daily schedule. Next up, promoting the service more.
* Slaven will attend the State Library Director’s Institute in Great Falls on May 16-19 and Tamarack Foundation will meet at MPL on April 29-30.
* Slaven is also setting up 1:1 meetings with her 16 direct reports (Slaven misspoke in the meeting and said it was 23).
* Getting caught up on outstanding building issues, including a walk through with Jarret from DAC.
* Slaven’s Circulation and Reference training is almost complete. Basics are done and she has covered the youth services desk on her own.
* Slaven was invited to be a Member of Missoula Food Bank’s Advocacy and Education committee.

After-hours Policy and Rates

* Work in progress – Elizabeth, Selya, and Slaven met with Flanna Ewinger from the County Fairgrounds (Emily Brock, Director of Economic and Land Development at Missoula County made the introduction). They recently hired a consult to research county event spaces and rates. She shared tons of info with us, including the policies and procedures they developed. Lisa has been working on the contract, which then Dylan Jaicks, our county civil attorney, will look over next. Erica Grinde from Risks will look everything over, too.

Board Recruitment –update about interviews with Commissioners – Interviewed one candidate earlier this month and have another scheduled soon.

Constitutional Initiative 121 – Slaven re-read Honore’s update from last month to catch everyone up. Impacts were discussed at a County Senior Leadership meeting. The group proposing CI 121 must collect ~60,000 signatures by June 17to get on the ballot.

Citizens Comments: Karl suggested the Board reach out to the Commissioners. Forrest volunteered.

**UNFINISHED BUSINESS**

1. **Building Projects** ––

Glass Vestibule – nearly complete redo that should take 1-2 weeks of after-hours work in order to not disrupt service. Karl learned a new term “delegated design” from Jarrett, meaning TC Glass was not given a lot of specs from architects and left to determine them on their own. If finished in May, it will have been a year of a non-working vestibule.

Deck addition – early July work begins; hopefully will be open in fall with a celebration

Jarret Ermels will provide schedule once he knows what permits have been submitted. He sent nine other outstanding items (attached). Example: aluminum parapet – can see how it has expanded and contracted with the weather.

Door issues – Many doors are not working correctly. TC Glass will send someone out to repair.

New/old issue with glass and UV radiation - The canary in the coal mine has been the Montana room, which has historical photos with direct Western exposure and the archive space. The glass was supposed to block 82% percent, but it is fading materials and paper at an alarming rate. We have moved historical photos to protect them. DAC is convening with TC Glass and the manufacturer to test the glass. The kind of fading we are seeing should take years, not months, according to the architects. The Board will need to do some problem solving and decision-making once we have that info.

The majority of current outstanding building issues are related to doors, glass, and the subcontractor TC Glass.

Geoff Badenoch spoke about the problems that will emerge. He suggested that the Trustees form a building and grounds committee. An architect serves on the Foundation Board; that expertise is needed. The public is going to find ways to use our building in ways we did not imagine. We need to have good stewardship of the building. Again, strongly suggests a Building and Grounds Committee.

Citizens Comments:

**NEW BUSINESS**

1. Library staff proposes to close the Library on the following days –

June 24, 2022 – Staff Training Day – this is looking more like July or August. MPL is hoping for a very dynamic motivational speaker formerly of the Hillsboro Public Library in Oregon. Randi motioned, Forrest seconded. All in favor.

MLA, PNLA, MPLA Conference – August 3 from 4-8 PM

August 4-5 All Day – Elizabeth is on the Board, once in a lifetime conference, expecting 500 attendees. Unique opportunity for MPL Staff, likely not to see an event like this again, should be beneficial to prioritize those dates.

Forrest Boughner made a motion to approve, Randi Tanglen 2nd the motion, motion carried.

1. 3D Printing Policy – this was not included in the recent policy manual update. Slaven forgot to add it to the board packet, but can email for your review.
2. Democracy Project: a teen-led civic engagement program co-sponsored by MPL and Humanities Montana. Linette Green is the staff person facilitating the group. She introduced Amy and Arthur and they presented to the Board about the Library becoming an EPA Air Quality Flag Program site. <https://www.missoulapubliclibrary.org/home/programs-events/ongoing-programs-for-youth/the-democracy-project/>

They distributed an air pollution fact sheet. Wildfire smoke causes 7 million premature deaths per year. Missoula rates are high. They propose putting a flag on the second floor balcony to show air quality today (based on EPA website); this project would be completed by the end of June. Plaque would show what different colors mean. Educate kids because they are the most at risk. The Democracy Project has funds to pay for it. Staff would change the flag. There is a bookmark that they want to customize.

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

**Time: May 25, 2022, online meeting will be posted on May Agenda**

# ADJOURNMENT

Respectfully submitted by:

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Slaven Lee, Director Date

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Margaret Wafstet, Chair of the Trustees Date