Missoula Public Library

**BOARD OF TRUSTEES MEETING MINUTES**

**June 22, 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, Lisa Mecklenberg Jackson, Megan Moore, Margaret Wafstet, Carol Wolfe, and Slaven Lee.

**OTHERS PRESENT:** Will Klaczynski (online)

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

None

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

MINUTES – May 25th,2022

CLAIMS – May, 2022

STATISTICS **–** May, 2022

**DIRECTOR’S REPORT**

**Hiring** – We are onboarding new Safety Specialists; these positions will replace Phoenix Security and will focus more on relationship-building and de-escalation. We also hope to make an offer for a new Makerspace Specialist and have adjusted the hours of the Makerspace to support the transition. Joshua has been doing a great job staffing it, with help from Allen, Ed, and SpectrUM partners, Evan and Nick.

**Trespass Appeal Process** – Update from County Attorney’s Office – Slaven met with Brian West. He described the hearing process that would need to take place for a trespass appeal either in a regular meeting or in a special meeting. Brian would join us to facilitate. It would give Slaven the opportunity to present information about the incident and then the trespassed patron has the opportunity to provide rebuttal. Appeals “…shall state the reasons the user believes he or she was wrongfully expelled or terminated, any relevant mitigating circumstances, a plan to correct or remedy past offensive behavior, and a request for relief.” Mr. Register’s June 7 email does not contain a request substantially in compliance with the policy requirements, so he has until June 28 to do so.

**Strategic Plan Proposal –** Facilitation Proposal from Gordy Pace was included in the packet. A board advocate is needed. Margaret and Forrest discussed whether or not there should be vote for fees (yes). The board asked for regular updates.

Forrest pointed out the necessity for a COVID or unexpected event provision that would allow the strategy to be more nimble.

Jamar Galbreath, County Equity Coordinator, attended a Steering Committe meeting and our staff training day will include elements of strategic planning grounded in equity, diversity, and inclusion.

**Budget Process** – Slaven met with Amanda Henthorn and County CFO Andrew Czorney. Aside from the increases related to the new building – heat, light, water, and janitorial for example – and the Union negotiated wage increases, Slaven is not making any budget requests. Because of that, Slaven does not need to present anything to the Commissioners. Slaven found some ways to cut expenses and told them about our potential event rental revenue. This will position us really well for budget requests in FY 24.

Megan asked about solar energy.

**IFLA Nominee** – MPL was nominated for a prestigious award! IFLA is the International Federation of Library Associations. The award recognizes innovations in functional architecture, creative IT solutions, and local culture. Other nominees include libraries in Denmark, Saudi Arabia, and Latvia. Karl put out a great press release (collaborated with County PR). MSR is visiting next week to put together a video for the ceremony.

Citizens Comments:

**UNFINISHED BUSINESS**

**Makerspace** – 3D Printing Policy – Board voted to approve.

**Director’s Performance Review –** Margaret discussed how to solicit feedback from staff. Karen Harrison, County HR Director, thought the sample questions for partners would also work for staff. The Board discussed creating an online survey to allow staff to respond and would prefer it is anonymous. As a survey expert, Megan said a Likert scale and open spot for additional feedback would be best. The Board plans to open the survey in mid-August. Megan and Lisa will work on this.

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**Vestibule and Window Updates** – TC Glass communicated that they hoped worked would begin (again) tomorrow, but it’s unclear if that is happening. They are also aware that our front door needs repaired because it does not close properly.

Slaven learned that moving shelving around in the Montana Room is quite expensive too. The Board requested that Slaven reach out to Traci at MSR and ask vendors about durability.

**Hours Policy & Rates –** Awaiting language from County Attorney and Risk & Benefits.

**Minimum Building Staffing** – The Board would like to know more information about what levels of staffing we currently have and what is optimal. Elizabeth Jonkel will come to next meeting.

Citizens Comments:

**NEW BUSINESS**

**Advocate for Strategic Planning** – Forrest and Randi will be the Board advocates and will meet with our strategy consultant.

**Elections –** Margaret was voted to continue as Chair. Forrest was voted to serve as Vice Chair.

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

**Time: July 27, 2022, online meeting will be posted on July Agenda**

# ADJOURNMENT

Respectfully submitted by:

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Slaven Lee, Director Date

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Margaret Wafstet, Chair of the Trustees Date