Missoula Public Library

**BOARD OF TRUSTEES MEETING MINUTES**

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

**OTHERS PRESENT:** Selya Avila, Elizabeth Jonkel (online),Will Klaczynski (online)

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

None

**CONSENT AGENDA –** Randi Tanglen was not present at the June 22 meeting, so her name should be removed from the minutes.Forrest Boughner made a motion to accept the items on the consent agenda following claims discussion. Carol Wolfe seconded. Motion carried.

MINUTES – June 22,2022

CLAIMS – June, 2022

STATISTICS **–** June, 2022

**DIRECTOR’S REPORT**

**IFLA Award** – MPL won the International Federation of Library Associations (IFLA) Public Library of the Year Award. The award recognizes innovations in functional architecture, creative IT solutions, and local culture. Other nominees include libraries in Denmark, Saudi Arabia, and Latvia. There was a $5000 prize that will be used for community engagement. Slaven Lee shared the video created by MSR Design and Snack Media. The link is on our website and YouTube.

**WOW bus –** Slaven has gathered information related to selling the WOW Bus. The title has been tracked down. MPL can work with the same consultant who helped purchase the bus. Slaven proposed that because fuel is expensive and the bus is out of date for MPL’s needs, selling it and looking for a more innovative solution would be best. The Trustees agreed to add this discussion to next month’s agenda for a vote.

**Staff Day –** Stephanie Chase led staff through an intensive Design Thinking workshop. We spent much of the day in small groups working on solutions to challenges that we encounter in our work. Many of AUOR staff also participated. Each group came up with a prototype to represent their solution. The Management Team will evaluate the projects and work with staff to troubleshoot any outstanding issues; hopefully we can implement a majority of the ideas. The Friends sponsored lunch and paid Stephanie’s fee – we are grateful!

**DNA Climber Inspection –** A renowned inspector came out to look at the climber with Slaven, Holly Truitt, Amanda Duley, and the County Attorneys present. It is not as close to completion as we had hoped. Slaven will be working with the County Attorneys to reach out to Process Curiosity to arrange a site visit and ensure they address issues that came up. Process Curiosity and the grant money will cover necessary repairs. A written report is pending.

**After Hours Policy & Rates –** Slaven asked the Trustees to approve the Facility Lease Agreement which has been reviewed by County Attorneys Dylan Jaicks and Erica Grinde. The process began by gathering documents from Madison Public Library and then a draft was passed along to Lisa Mecklenberg-Jackson for review. Slaven used the Fairgrounds market research to come up with the rates. Slaven considers this our first go at standardizing rentals and would like to treat this as an iterative process that will be tweaked as we learn.

We are still working on our internal processes regarding some procedures and expectations. For now, a very small team – Slaven and Selya Avila – will be responsible for going over policy and procedure with lessees.

The Trustees proposed the following changes and edits:

#8 – change to any sound, not just music

Remove community from non-profit rates

#3 – remove fair office

Add Trapper Peak language

Lisa made a motion to approve, Forrest seconded. Motion carried.

Citizens Comments:

**UNFINISHED BUSINESS**

**After Hours Policy & Rates** – see Director’s Report

**Building Updates** – Karl Olson

Vestibule should be ready before the Tri-conference starts on 8/3.

Terrace – railings getting manufactured, Jarret shared a timeline of completion in late September-early October – Karl recommends that the Board host an event honoring Terry Payne and Honore Bray.

Mitch at MSR advised the shades selection for the West side windows. Film is most expensive and does not last long (around 5 years). MSR recommends the solar option for function and protection. The Foundation has already approved the use of Montana Rail Link funds to pay for the shades. Karl stated that the other shades that we have installed have worked out well. Karl notes that we are seeing loose ends getting tied up. Lisa made a motion to do the motorized shades and gratefully accepts Foundation support.

Tinsel/Bamboo panels – Some panels on the 4th floor are bubbling and peeling away because they were not installed correctly. DAC discovered there is a better glue. They are still under warranty, so the subcontractor agreed to replace, but won’t pay labor. Traci Lesneski wanted to make it right when she was here.

Oak panels – Down the road, Karl suggests we look into repairing damaged panels.

**Minimum Building Staffing** – Elizabeth Jonkel described optimal coverage would be covering all service points during the day, not including who is in the back room to meet service standards. Minimum is the worst case scenario; she used a blizzard as an example. Trying to answer with those numbers how we could still provide service without closing. We must consider, is it a service issue or a safety issue? Does not include Safety Specialists or partner presence or admin staff. Standards are our own, not based on formal state standards. Staff in Circulation has been increased so there could be two on a floor (they went from 2 desks to five for coverage).

Lisa made a motion to adopt numbers. Carol seconded. Motion passed.

Selya wondered if we would be compelled to close based on the numbers or is there wiggle room? Elizabeth said yes, it could depend on staff’s comfort with staying open if we went below the minimum numbers. The Person in Charge would need to contact someone in Management before making that decision.

**Director Performance Review** – Megan worked with Allen in IT and he was really helpful. There will be a link that will tabulate responses. The draft documents came from Karen Harrison based on other County surveys. Trustees will review before it goes out. Will capture department/partner information, but that will be optional. Going out to all staff (1roof group). Want to send it out 8/8, return 8/19. Send reminder email on 8/15.

Citizens Comments:

**NEW BUSINESS**

Citizens Comments:

August meeting: August 24, 2022 – Margaret suggested a road trip where the Trustees visit Swan Valley, Seeley Lake, and Potomac branches and hold the meeting at one of those libraries. Slaven will coordinate.

**Time: August 24, 2022, online meeting link will be posted on August Agenda**

# ADJOURNMENT

Respectfully submitted by:

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Slaven Lee, Director Date

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Margaret Wafstet, Chair of the Trustees Date