Missoula Public Library

**BOARD OF TRUSTEES MEETING MINUTES**

**October 26, 2022**

**6:00**

**MPL Blackfoot Board 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, Margaret Wafstet, Carol Wolfe, Megan Moore, and Elizabeth Jonkel.

**OTHERS PRESENT:** Geoff Badenoch and Will Klaczynski

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

Geoff Badenoch expressed the MPL Foundation’s appreciation to the library for hosting a ceremony in honor of Mae Nan Ellingson. About 150 people were in attendance for the event in the Cooper Rooms.

Geoff Badenoch commented that the monthly statistics assist the MPL Foundation with understanding how the library functions and help direct its programming and support. He may talk further with MPL about receiving a summary report of monthly or annual statistics to share with the MPL Foundation board.

**CONSENT AGENDA –** Margaret asked why statistics related to computer usage were not provided. Elizabeth said she would gather the data and ensure it was added to the master statistics file that is used to generate the Board statistics package. Margaret pointed out the change to the Reference Question statistics breaking down numbers by floor. Forrest moved to approve the Consent Agenda; Lisa seconded. Consent agenda approved.

MINUTES – September 28,2022

CLAIMS – September 2022

STATISTICS **–** September 2022

**DIRECTOR’S REPORT**

**Juneteenth** – Slaven spoke with Tracy Cook at the Montana State Library and she advised that we check in with Missoula County to make sure they are aware that the MPL Board of Trustees may vote to observe the Federal holiday of Juneteenth. MSL and the Tamarack Foundation issue State funds to libraries as long as they are in compliance with Public Library Standards. Other libraries, like Lincoln County, have done the same. I spoke to Chris Lounsbury and he told me to work with County HR and the Bargaining Unit to come up with an MOU describing how staff will enter their time for closure. Specifically,

1. The Employer and Bargaining Unit recognize that Juneteenth is not considered a State holiday, therefore, library employees are not able to use holiday pay for this business closure date. However, in recognition of the Board’s requested closure, the Employer and Bargaining Unit agree to add an additional eight (8) hours of Personal Leave time to each Bargaining Unit member’s bank of time for FY2023 to be used either for this holiday or for any other reason per Personal Leave use policies. Personal Leave added will be prorated for part-time staff.

**Afterhours Events** – MPL is working on a page for the website so interested parties can fill out a form and learn more about what is available. With no marketing, there has been significant interest and there are a few events booked for 2023, which will generate $7,700. If there was a dedicated position for events management, Slaven projects that MPL could generate at least $40,000-$50,000 per year in revenue. Selya Avila and Slaven met with Debbie Dantic from Blackfoot Communications and Lynne from LA Design and they provided great insight about rates, event planning, and working with community stakeholders.

Forrest asked whether the projected revenue was gross or net and what research had been done to inform these projections. He also asked what kind of events have been booked to date.

**Community Engagement** – Slaven has had many conversations with individual stakeholders through the strategic planning process and various other meetings. She attended the YWCA Luncheon, Home Resource Auction, and have been invited to join the Missoula Food Bank Board of Directors.

**Composting** – MPL started composting. We have been working with Soil Cycle and have put a composting bin in the staff lounge and Jem has one in the Trapper Peak kitchen now. This has been very popular with staff and we continue to look for ways to be more sustainable.

Citizens Comments:

With regards to afterhour events. Geoff Badenoch observed the use of public space for revenue generation can be perceived as directly competitive with private sector businesses in Missoula.

**UNFINISHED BUSINESS**

**Juneteenth closure**

Forrest asked if the Bargaining Unit membership had been informed yet about the Juneteenth proposal. Will Klaczynski wrote to the zoom chat that leadership had been informed. Margaret suggested that language might be added to the Policy Manual on closures. Forrest moved to recommend the library close on Juneteenth. Lisa seconded. Motion was approved.

**Policy Manual update**: **Food and Drink in the Library – Pages 37-38**

Lisa stated she thought the proposed language looks fine. Margaret said it adds greater clarity to the issue. A discussion followed about enforcement and management of the food and drink policy and how to determine subjectivity of other user’s enjoyment of the library. Lisa moved to update the policy manual to include the language provided. Carol seconded. Motion was approved.

**Policy Manual update**: **Library Security & User Behavior - Pages 42-43**

Margaret commented that subjective language can be useful for specifying some behaviors. Forrest moved to accept the proposed changes to the policy manual. Lisa seconded. Motion was approved.

Citizens Comments:

**NEW BUSINESS**

**MSL Continuing Education requirement for entire Board**

The State Library requirements change from individual requirements to requirements for the entire Board. Margaret stated that the requirements provide a nice timeline on how to create an agenda and plan for the Board. It was decided that, each month, the Board will select a webinar to watch independently and discuss at the subsequent meeting. Lisa will review offerings in Aspen and propose courses for selection at the November Board Meeting. Forrest suggested that the Local Government Center’s series on how to serve on a board will also be a good resource for CE training. Selected webinars will become an agenda item for discussion at future meetings.

Citizens Comments:

November meeting: November 30, 2022 at 6:00 at MPL in the Blackfoot Board Room and ZOOM online.

# ADJOURNMENT

Respectfully submitted by:

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Slaven Lee, Director Date

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Margaret Wafstet, Chair of the Trustees Date