Missoula Public Library

**BOARD OF TRUSTEES MEETING MINUTES**

**December 28, 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:** Geoff Badenoch (online), Will Kaczynski (online), Kristina (no last name given, online).

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

None

**CONSENT AGENDA –**

Discussion about Gandi.net charges. Slaven will get clarification about two charges. Margaret asked about Systems NW and Kone claims. Slaven explained the process related to service calls from Kone and that they would like to provide training to the Fire Department. Kone installed two new governors and adjusted the factory settings so they are recalibrated to the upper limit, which means they are less sensitive. The November power outage caused issues that required Systems NW attention.

It was noted that database usage was down, which is part of an ongoing trend for MPL and other public libraries. Slaven plans to look into ways to market them more effectively.

Puritan cleaners charge more than previous cleaners, but the state of the building is already greatly improved.

Forrest made a motion to accept the items on the consent agenda following claims discussion. Lisa, 2nd the motion, motion carried.

MINUTES – November 23, 2022

CLAIMS – November

STATISTICS **–** November

**DIRECTOR’S REPORT**

DNA Climber Update – In August, Antonio (Tony) Malkusak, CPSI from Abundant Playscapes, Inc. submitted a safety audit and ADA inspection. Process Curiosity agreed to come out in November and make some of the adjustments requested in the report. Tony inspected it again via video call and still does not consider it safe. Last week, Holly Truitt involved a new contractor and architect; they are working on a proposal. The County now “owns” the climber, but is not responsible for funding the retrofit. Slaven is working closely with Brian West and Erica Grinde to determine next steps.

Vestibule – DAC is going to find a third party inspector to ensure the work is complete once TC Glass does the following:

1. Replace the metal closure head-boxes above interior doors with uniform looking one-piece boxes. Their recent work to these is a temporary "fix."
2. Replace the closure mechanisms inside the boxes with mechanisms that won't have the hold-up feature. Doors will swing shut behind people.
3. Redo the interior auto door threshold plate so that it is two contiguous and flush pieces instead of the current four pieces plus unsightly/unsafe notch-out.
4. Install new, thicker weather stripping to the exterior doors so they don't have that big gap that leaks indoor energy out and outdoor weather in.

DNA Climber, Vestibule, and Patron Interactions will be added as standing agenda items. Forrest requested that the Trustees hear about one patron interaction that Slaven had to keep them connected to stories about how people use MPL’s services.

Staffing Update – Selya Avila is the new Community Engagement Specialist, Mary Wooldridge is now the full time PR Specialist, and Karl Olson is full time Foundation Director. He remains a County/MPL employee and still reports to Slaven, but the Foundation will continue reimburse the library for 100% of his salary. That amount was not previously fully reported by County Finance as revenue, but it will be moving forward. Slaven, Geoff, Karl, and County Attorney Brian West worked on a shared MOU and official Foundation Director job description to document this process.

Board Recruitment – Randi Tanglen’s position has been posted and interviews are scheduled.

Strategic Plan Presentation – New mission, vision, and values. Strategic priorities include Community Engagement, Core Services, Culture of Reading, Learning, and Creativity, Sustainability and Wellness. Gordy and Slaven are working on an evaluation tool to measure progress on goals and objectives.

Citizens Comments:

**UNFINISHED BUSINESS**

Citizens Comments:

**NEW BUSINESS**

Shared Training, February discussion: Library Policies and Diversity, Equity, and Inclusion: What Trustees and Boards Need to Know from ALA

Montana State Library Trustee Training videos: Margaret suggested that every new member should watch the first video and Forrest said the whole series would be good as homework. The Board needs to think about how to introduce and welcome new members to this content, especially before they begin voting. Create a welcome packet with bylaws, state info. Understanding the difference between private and public board, also borrow from County training packet.

Forrest thinks the Board should be more involved in financials, budgeting, and coaching. He and Slaven decided to meet monthly for this purpose.

The training pointed out that the Board is thebridge between library and community. Margaret mentioned that is why diversity is important. Director is bridge from patrons to board.

Board presence is important at Tamarack Federation because they are the voting member. Next meeting is 4/29. Lisa is interested.

Lisa will create packet, include basic trustee job description.

Second video for next month.

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

**Time: January 25, 2023**

# ADJOURNMENT

Respectfully submitted by:

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Slaven Lee, Director Date

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Margaret Wafstet, Chair of the Trustees Date