Missoula Public Library

**BOARD OF TRUSTEES MEETING MINUTES**

**February 22, 2023**

**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 (online), Margaret Wafstet, Carol Wolfe, and Slaven Lee.

**OTHERS PRESENT:** Geoff Badenoch, Will Klaczynski (online)

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

None

**CONSENT AGENDA –**

Discussion about Passport and Makerspace revenue. Slaven provided clarification regarding number of 12-volt batteries that have been purchased. IT acquired them to ensure that systems “shutdown gracefully” in the event of a power outage.

The Trustees were curious about the purchase of bomb threat cards. Slaven explained that those were lamented cards with steps to take and scripted prompts in the event of a bomb threat, similar to what other County departments use.

Slaven asked is the visual Skedda report was useful and the Trustees agreed that it was. Margaret said it was “awesome” and noted that high use on Thursdays prompted her to think about re-evaluating open hours at some point.

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

MINUTES – January 25, 2022

CLAIMS – January

STATISTICS **–** January

**DIRECTOR’S REPORT**

**DNA Climber Update** – Currently under County Facilities review. No other updates at this time.

**Vestibule** –TC Glass has technically completed all outstanding projects, although the external weather stripping install needs confirmed. The Main Street doors have been blowing open during severe wind, but that is not due to the recently completed work. Jarrett from DAC and Slaven looked at the vestibule together and he felt good about the completion. Now we will wait 30-days and then have an independent inspector evaluate the work.

**Patron Interaction**—Per Trustees’ request for stories about patron interactions, Slaven reported that Mall Pop-ups had been successful and she shared a story about mall Security Staff signing up for library cards.

**Empower Place at the Missoula Food Bank**— EmPower Place is a hands-on family learning center located at Missoula Food Bank & Community Center and is a collaborative effort by spectrUM, Missoula Food Bank and Community Center and Missoula Public Library. It has a small collection of library books and other materials that families can browse while using the space. The collection has not been refreshed since 2017 and items cannot be checked out or returned. In January, there were 800 visits to Empower Place, some of the highest numbers ever reported. Slaven is working with others in the group to treat Empower Place like a branch location. They are figuring out how items can easily be checked out using a self-service model, returned, and Pam is selecting new materials for the location. It should launch in April.

**Visits from Oxnard (CA) and Multnomah County Libraries**—Other public libraries who are renovating or building new locations often contact MPL to visit. We had two tours this past month and participants had lots of questions and were impressed by the new library and services we provide.

**Tour handout and program guide**—Slaven shared these documents with the Board to provide a refresher about building details and suggested that Trustees come to programs when they can.

**General updates**—Slaven has talked with Traci from MSR about the building commissioning process that usually takes place one year after opening. The original mechanical and electrical engineers should evaluate if systems are working as they should. Slaven started this conversation with Traci because she suspected that various systems are not working as they should. Some examples include, the building temperature being too hot or cold, loud sounds coming from the HVAC on the west side of the building, lighting concerns, and more. Former Trustee, Tom Javins, is very familiar with the building because he inspected the air quality for the EPA. He has offered to evaluate the systems, prepare analytics, and present his findings to the Board.

Citizens Comments:

**UNFINISHED BUSINESS**

**Bookmobile**—Slaven shared documents in the Board Packet that describe two potential bookmobile options (Sprinter van or Electric truck). The Board discussed the pros and cons of each and voted to approve beginning the process of acquiring a Sprinter van bookmobile. Slaven noted that there is $5000 in the Friends account that was set aside years ago to go toward funding an outreach vehicle. She has already begun fundraising plans with Karl and is researching grant opportunities. This process will take 1-2 years and the next step is to work with the County Auditor to issue an RFP for vendors.

Lisa made a motion to approve. Forrest, 2nd the motion, motion carried.

Citizens Comments:

**BOARD SHARED TRAINING**

Library Policies and Diversity, Equity, and Inclusion: What Trustees and Boards Need to Know from ALA will be topic for February. There was a general discussion about takeaways and observations from the training, including how bias impacts consistency when writing and applying policy. The training described how policies are often written for people who are already using the library, but not with consideration about who is not being served. Trustees also talked about the Reconsideration form and process It needs to be re-evaluated. Slaven mentioned that new Trustee, Julie Edwards, has expertise and interest in this area.

Next month, the Board will discuss the third video in the Montana State Library Board Governance series.

**DIRECTOR ANNUAL PERFORMANCE REVIEW**

Margaret reminded the Board that Slaven’s annual review is due in April. The plan is to send an online survey to all MPL and AUOR staff, similar to what was sent for her six-month review. Margaret, Carol, and Forrest will also reach out to director level staff – Allen, Amanda, and Elizabeth – for additional feedback.

**Next meeting will take place in person and online: March 22, 2023**

# ADJOURNMENT

Respectfully submitted by:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Slaven Lee, Director Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Margaret Wafstet, Chair of the Trustees Date