Missoula Public Library

**BOARD OF TRUSTEES MEETING MINUTES**

**March 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, Julie Edwards, Lisa Mecklenberg Jackson, Megan Moore, Margaret Wafstet, and Slaven Lee.

**OTHERS PRESENT:** Elizabeth Jonkel (online), Will Klaczynski (online), Suzanne Reed

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

Karl Olson invited the Board to an upcoming author program on March 28th at 6pm in Cooper’s Space. Selling Blood to Make Ends Meet: Economic Inequality in America with author and journalist Kathleen McLaughlin and news correspondent Maritsa Georgiou.

Suzanne Reed owner of bronze sculpture, The Dance, wants public to have access to it. She had email correspondence with Karl in 2019. Proposes that it get placed on the Peoples Terrace. Margaret explained that it would need to be an agenda item at a future meeting (we will let Suzanne know). Forrest wondered how it gets secured; we would need to bolt it (885 lbs.); it tends to rock in the wind.

**CONSENT AGENDA –**

MINUTES – March 22, 2022 – Board Shared training; the ALA equity, diversity, and inclusion webinar was the topic. Need to add a period after process.

Fiscal stats –Forrest noted that thepassport revenue was impressive and more than expected.

Lisa had questions about the Montana Shared Catalog expense. Elizabeth explained that the amount invested is based on number of patrons and Sirsi, the integrated library software vendor, increases the price by 3% each year. Billings and Great Falls are on par or pay more than MPL. Creating the cost share matrix is a big task. These systems are cost-prohibitive, so this allows smaller libraries to participate (creates consortium), and it makes it more affordable for Missoula.

Lisa had questions about outreach expenses.

CLAIMS – March

STATISTICS **–** March

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

**DIRECTOR’S REPORT**

**DNA Climber Update** – County Facilities cannot find a subcontractor with playground experience willing to take on the retrofit. Erica Grinde (County Chief People and Risk Officer) is going to ask the Commissioners for budget authority to explore warranty options related to Process Curiosity. Because of this, and because PC has no obligation to do any more work on the project, the County is not going to reach out to PC for help finding subcontractors.

**Vestibule** –Dick Anderson Construction engaging with a third party reviewing the glass vestibule design and hardware. Date tbd.

**Patron Interaction**—Slaven reported that she has handled several confidential issues related to patron behavioral interactions.

**General updates**—

* Safety Specialist Talking Points for MLA Conference – Brett Bloom sent Slaven information about how well the new Safety Specialist position is working, especially related to relationship building and de-escalation. A group of staff are presenting about this model at MLA, along with Consultant Rick Jenkins from the Seattle Public Library.
* County Auditor’s office will release the Bookmobile RFP on Friday, March 24.
* MPL worked with Salish educator and language consultant, Aspen Decker, to come up with a land acknowledgment. She created a longer one that is posted on our website in English and Salish, along with a recording. PR is making a slide that can be displayed before programs and events at staff discretion.
* Communication improvement – After soliciting feedback from staff, we are experimenting with daily standups at opening and IT plans to implement Microsoft 365. Subcommittee has formed to design the pages and develop training so staff are prepared for rollout.
* Strategic Plan – Gordy Pace meet with Slaven, Elizabeth, Karl, Julie, and Forrest to go over the goals related to the Strategic Priorities. Some additional editing is needed and adoption of a work plan template.
* Building Commissioning – Tom Javins is discovering many issues and is developing a report. He also compiled data related to our utilities usage and created charts. He will present his findings at the next meeting, then Slaven will share them with Traci Lesneski from MSR to determine next steps.

Citizens Comments:

**UNFINISHED BUSINESS**

Citizens Comments:

**NEW BUSINESS**

**Staff Training Day** – July 17 proposed date. Brooke Coor, Certified Mediator and SHRM Senior Certified Professional with Empower MT, recommended by County HR (they will fund). Brooke plans to do a Positive Communication workshop for part of the day. The rest of the sessions will be scheduled based on staff interest and input. Brooke will visit department meetings in advance to learn more about staff and develop content according to needs. The goals of the workshop are:

1. Foster a solid and supportive team that can communicate effectively across group lines.

2. Learn skills in identifying our own cultural lenses and in understanding the lenses of others.

3. Develop and practice positive communication skills and best practices to decrease defensiveness to open up the possibility of positive and productive dialogue.

4. Build tools for effective leadership, collaboration, and advocacy for clients and colleagues.

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

**BOARD SHARED TRAINING**

MSL Board videos – 3rd one, Evaluating the director and library – there was a general discussion about the difference between long range and strategic plan. Using strategic goals for performance review. Collaborative process. Measurable. Karen Harrison drafted one related to the director job description. Work plan would be useful. Video talked about professional development interests.

May meeting – We will set goals based on strategic plans for evaluation (not a to do list, but 1-2 items from Trustees and Director).

Margaret asked for a budget update to be included in the next meeting, but per Slaven, May would be better.

The Trustees will forgo their training discussion next month because Tom Javins will do his presentation and Slaven’s annual review is on the agenda.

**Next meeting will take place in person and online: April 26, 2023**

# ADJOURNMENT

Respectfully submitted by:

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Slaven Lee, Director Date

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Margaret Wafstet, Chair of the Trustees Date