Missoula Public Library

**BOARD OF TRUSTEES MEETING MINUTES**

**April 26, 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, Carol Wolfe, and Slaven Lee.

**OTHERS PRESENT:** Geoff Badenoch, Tom Javins, Will Klaczynski (online), Delany Weltz

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

The downtown location of the Missoula Public Library received the prestigious American Institute of Architects and American Library Association Building Award.

**CONSENT AGENDA –**

MINUTES – March 22, 2022 – A discussion about the Shared Staff expense took place. Families First, spectrUM, and MPL share the cost of the employee who is responsible for monitoring and facilitating activities at the Watershed Experience.

It was noted that utilities costs are higher than expected and a Trustee asked about the bindery expense. Carol Wolfe was also curious about why MPL recently purchased two air compressors.

CLAIMS – April

STATISTICS **–** April

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

**DIRECTOR’S REPORT**

Due to other items on the agenda, Slaven Lee submitted a report in advance, which was included in the Board Packet.

Citizens Comments:

**UNFINISHED BUSINESS**

Citizens Comments:

**NEW BUSINESS**

**Building Commission Report presented by Tom Javins** –

Slaven reached out to Tom in February to ask him to lend his expertise to figuring out why certain systems were not working as planned and to investigate why utilities are so high. Tom is the former UM Maintenance Director and worked for the EPA.

He has determined that negative pressure is bringing in cold air and that the ventilation was inadequate in the Makerspace. He has been working with Johnson Controls, the under air distribution provider, to troubleshoot system design.

Tom has discovered design flaws, such as the way heating coils are piped prevents boilers from operating at the maximum efficiency.

Tom is working to get the final “as built” drawings or report from Commissioning provider (Morrison-Maierle). He tested the building and generated a list of issues for DAC. Latent example: control system says fan is running, but it’s not. How do we as an organization follow through on this?

Tom created analyzed utilities bills and created Energy Usage charts and noted that the library is above the mean for energy use. Changes to heating/cooling will change our bottom line. Next step, meet with engineers.

Everyone Tom has talked to wants to building to be as successful as possible.

Systems are good/quality and he expects they will have a long life; they just need adjusted so they work efficiently. He hopes to wrap up his information gathering by the end of July.

**Collection Development Policy** – Julie – The policy was last reviewed in 2020. Julie recommends a review of the reconsideration form in light of current environment. She will create content, share with staff, then bring back to the Board. Training needed for how to respond.

**Library Director – Annual Review** – The Board discussed the results of Slaven’s review by Trustees, AUOR partners, and all library staff. She received very positive scores and feedback. The Board plans to align her goals and next review with the strategic plan and invite more specific feedback based on her job duties. Slaven was awarded a 3% salary increase.

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

Citizen Comments:

**BOARD SHARED TRAINING**

This discussion was postponed due to other agenda items. In May, the JEDI training – Be Culture Equity for Boards will be discussed.

**Next meeting will take place in person and online: May 31, 2023**

# ADJOURNMENT

Respectfully submitted by:

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Slaven Lee, Director Date

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Margaret Wafstet, Chair of the Trustees Date