Missoula Public Library

**BOARD OF TRUSTEES MEETING MINUTES**

**May 31, 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 (online), Margaret Wafstet, Carol Wolfe, and Slaven Lee.

**OTHERS PRESENT:** Robert Mueller (online), Will Klaczynski (online)

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

**CONSENT AGENDA –**

1. Consent Agenda

Minutes – April 26, 2023 meeting

Claims – April 2023

Statistics – April 2023

Citizen Comments:

There was a question about AUOR partner deposit, which result in quarterly invoices for shared expenses.

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

**LIBRARY FUNDING DISCUSSION**

1. Chris Lounsbury, County CAO, explained County funding, tax assessments, and mills. When the library board was fully formed, it went to the voters and asked them to support the library directly through mill levies that were outside the county and city statutory mill caps. One mill is worth $260,000. A tax assessment letter will arrive soon for homeowners. Inflation and an influx of people has caused value to go up 37% but that does not equal how much taxes will go up. County cannot levy that full amount because of state law. Value of mill goes up, but number you can tax goes down. There will be a 10% increase in mills, which will likely result in $120,000 extra in library budget (property tax revenue).

The Budgeting process is underway. Directors have been asked to enter their base budgets into the new County budgeting software. Enhancements are new services departments requested beyond the base. Commissioners are set to approve in July or August.

The County employs roughly 1000 full time staff and is set to give 2.5-3% in wage increases. They will examine pressures based on lowest salaries. Slaven asked if library employees were still some of the lowest paid in the County and Chris acknowledged this was an issue and that the County is making efforts to address this.

Margaret asked if the library could go to the voters to ask for more money. Chris responded that technically yes, MPL could, but both Chris and Margaret agreed that the Trustees would need to consider how recently MPL went to voters for more funding. Chris suggested that the Board invite Dan Semmens from the Dorsey and Whitney Firm, who have run bonds for the County, to a meeting to provide more education on the topic.

**DIRECTOR’S REPORT**

1. **Budget Update** – The timeline for the budget process is behind because of the implementation of new software. MPL is requesting a one-time replacement fund of $25,000 for new self-check kiosks, a $25,000 request to increase Puritan Cleaning hours. A part time passport agent – in FY22 staff made 725, with two months to go in FY23 they have made 927 ($25,000 v $32,000).
2. **DNA Climber and Vestibule Update**

General building updates – Commissioning work performed by IMEG will be delivered by June 6th, then we will determine next steps. This is related to the work Tom Javins has been doing to fine tune building systems.

Patio Precast Wall Cap – This is the degrading tile outside of Trapper Peak. DAC agrees the damage is caused by exposure to de-icer used during the winter months. They are waiting for a response from the manufacturer of the pavers.

Slab-on-grade for Parking Entrance Sign – Karl brought this to DAC’s attention and they think it looks to concrete was poured during freezing temperatures and was not covered up. DAC will remove the damaged slab and replace a new slab once they have crew available to complete the work.

Wall Damage – Karl and Jarrett have been discussing the damage to the wood panels on the 4th floor, most likely caused by floor cleaning machines. The next step would be to research cost.

1. **Patron Interaction** – Teens from Sentinel High visited the teen area to discuss ways to improve the space and make it more welcoming. Their teacher is our summer practicum student and she plans to create a proposal based on the feedback that has been gathered thus far.
2. **Trustee Volunteering Suggestion** – MPL staff recommendation that Trustees shadow library staff to learn more about various positions and daily operations. A possible four-hour shift was discussed. Julie mentioned it meant a lot for her as a UM librarian whenever she saw something like this and she is interested. Many agreed it was a good idea.

Citizens Comments:

**UNFINISHED BUSINESS**

1. **Sustainability Team** – Geoff Badenoch (Library Foundation Chair) has presented a proposal to form a Building and Grounds committee. My request would be for a Trustee to work with me to lead the creation of a team that encompasses all of the goals laid out in the strategic plan. Slaven said the end of summer is a good goal because Tom Javins plans to wrap his work up by July. Trustees expressed concerns about over managing and suggested it was their role to be called in when needed for support, but that Slaven’s role is to lead this work and check in as appropriate to update stakeholders. Trustees would prefer to continue operating in an advisory capacity.

Citizens Comments:

**NEW BUSINESS**

1. **ILL Policy Change** – Submitted by ILL Librarian. Forrest likes this from a research perspective and sees how it could better serve patrons.

Forrest made a motion to accept. Carol, 2nd the motion, motion carried.

1. **Collection Development Policy** – Julie submitted a proposal to Slaven and it was forwarded to Selectors for comments and review. A final draft will be submitted to the Trustees in a future meeting.

Citizen Comments:

**BOARD SHARED TRAINING**

1. Be Culture justice, equity, diversity, and inclusion training vidoe provided by Missoula County. A general discussion followed. Some highlights: the importance of a shared vision of success – it’s the process, not the outcome – it also looks different for everyone. Comparison to the stock market made so much sense. Equity in your house. It all adds value/shares. The importance of systems thinking. Julie (and Slaven) talked about the outdated concept of the “melting pot” phrase that was used in the video and that it is more current to include people more fully as themselves (not assimilation) and examine “where the power sits.” Carol used the example of barriers to becoming a board member. Trustees usually have flexible schedules, childcare, etc which excludes people. It is not as easy as inviting diverse candidates to “sit at the table” one time. There is a need to continue to listen and reach out.

An alternate Library Board spot is open. The Board will develop a recruitment strategy this year to increase diversity.

Next month: Montana State Library video #5.

**Next meeting will take place in person and online: June 28, 2023**

# ADJOURNMENT

Respectfully submitted by:

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

Slaven Lee, Director Date

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

Margaret Wafstet, Chair of the Trustees Date