Missoula Public Library

**BOARD OF TRUSTEES MEETING MINUTES**

**July 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, Forrest Boughner

**ROLL CALL** Members present were Forrest Boughner, Peter Donaldson (online), Julie Edwards, Lisa Mecklenberg Jackson, Megan Moore, Carol Wolfe, and Slaven Lee.

**OTHERS PRESENT:** Will Klaczynski (online)

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

**CONSENT AGENDA –**

1. Consent Agenda

Minutes – June 28, 2023 meeting

Claims – June 2023

Statistics – June 2023

Citizen Comments:

There was a discussion about the meaning of JV in Claims. It stands for “journal voucher” and is the action of moving a previous claim to a different account. The IFLA Award of $5,000 was mistakenly put in Outreach, but Slaven realized it should have actually been designated to the Friends of the Library.

Lisa asked about the HB 359 lawsuit. Slaven had not heard from the legal firm responsible for collecting impact statements again.

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

**NEW LIBRARY TRUSTEE INTRODUCTION**

Peter Donaldsonhas 10+ years working in educational equity, particularly in higher education focusing on low-income, first generation students and students with disabilities.

**DIRECTOR’S REPORT**

**Budget Update**

Increase in janitorial expenses so Puritan Cleaners can add another person and one time purchase of new self-check kiosks are included in budget and not considered budget requests. IT is moving forward with purchase of new self-checks from Lyngsoe. In June 2023, there were 27,159 items checked out using current kiosks. New technology will operate more efficiently.

The County allocated $40,000 for wage increases, which would be approximately a 2.5% increase for Bargaining Unit employees. Slaven increased that amount using $16,000 based on historic passport revenue, which will be a 3.5% if ratified. The Commissioners expressed interest in hiring a part-time Passport Acceptance Agent.

**DNA Climber and Vestibule Update**

Awaiting updated safety report from Abundant Playscapes. Another meeting with Process Curiosity and County legal will follow. We are also exploring a new barrier on the 2nd floor. Removing the plywood and adding a nicer barrier with progress information will increase transparency. The new structure will be funded by the existing grant and the Library Foundation.

No update on the vestibule. TC Glass has not responded to requests for repairs and DAC is busy with summer projects. Slaven will reach out again toward the end of summer.

**Big Read Programs**

Julie recommended that the group discuss who will go to what event. Put on next agenda.

**UNFINISHED BUSINESS**

**spectrUM Weather Station** – Nick Wethington – active weather data for the public to see. Nick set up station outside of room and brought photos. Dr. Hu prefers the most visible location, although the data would be more accurate if it were on the 4th floor roof. Forrest asked what the difference between this project and other app would be and there was discussion about the weather station obstructing the view if it were located just outside the terrace. Integrity of the space in the long term is a concern and it does seem like having the most accurate info is important.

Forrest proposed set it up on the 4th floor to advertise it, then move it to the roof, but that would be difficult. Nick will pitch it to Dr. Hu. Perhaps a launch a Big Night.

Julie made a motion to locate the weather station on the 4th floor roof near the solar panels. Carol, 2nd the motion, motion carried.

**Board Communication Discussion** – Julie & Forrest

Thoughts on staying in touch between meetings, especially to discuss pressing issues. The Reconsideration Policy is an example of a need to be responsive. Any communication is acceptable as long as no decisions are made. Forrest will email the group asking for contact information.

**Reconsideration Policy** – Julie took existing info and broke it into three components. Blue text is original. Highlighted in red is seeking Board feedback. Must be legally sound and as tight as possible. Timeline and asking people to review material and submit completed form. Discussion about exhibits and programs. Should there be a separate form?

The new form and process encourages engagement with the collection. Clarified timeline expectations and refined expectations. Decided to expedite the process and have review go directly to Director. Should there be a rubric to demonstrate consideration or support decision with Collection development policy? Shift focus from particular title to Intellectual Freedom. Use response letter as template explaining decision.

Motion to instate policy with discussed edits made by Megan. Lisa, 2nd, motion carried.

**ALA Statement** – Julie and Karl Olson drafted the statement. A draft will be sent to PR channels and posted on website. Motion to approve response by Lisa. Megan, 2nd, motion carried.

**Onboarding New Trustees –** Forrest requests that others to look over State Library Trustee Manual. Think about what else is needed.

**Director Goal Setting / Performance Evaluation** – Use strategic plan as guide for Director’s goals. Forrest and Julie will bring a draft next month.

**WOW Bus Auction** – The County auction was not successful. Continue discussing next steps.

**Trustee Job Shadow** – Interested Trustees will send dates to Slaven for a 3-4 hour shadow.

**Branch Visits –** Discussion about going to The Cold Millions: An Evening with Author Jess Walter in Seeley Lake. Date/Time/Location: Thur. Sept. 21, 5:30-7:30PM in the West Wing of the Seeley Lake Community.

Lisa made a motion to travel to Seeley Lake for the September meeting, then attend Jess Walter event. Carol, 2nd, motion carried.

Citizens Comments:

**NEW BUSINESS**

Citizen Comments:

**BOARD SHARED TRAINING**

MLA Year of Learning resources: Exercise during video was insightful, concern about elevating the voices of white authors who do not have the lived experience and the value of being uncomfortable. Value of listening to other perspectives. Julie would like to see the Board spend time brainstorming how to integrate these concepts into advocacy and Carol agreed. Every time there’s a board vacancy, reach out to two people. Carol suggested to start building relationships now and to create a list of orgs we want to reach out to. Cultivate people for their individual contributions, not just to increase diversity. Add recruitment to a future agenda; hopefully there is time because there are not any expected vacancies.

Julie suggested library ethics and intellectual freedom training.

**Next meeting will take place in person and online: August 23, 2023**

# ADJOURNMENT

Respectfully submitted by:

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Slaven Lee, Director Date

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Forrest Boughner, Chair of the Trustees Date