Missoula Public Library

**BOARD OF TRUSTEES MEETING MINUTES**

**August 23, 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, Julie Edwards, Lisa Mecklenberg Jackson, Megan Moore, and Slaven Lee.

**OTHERS PRESENT:**

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

**CONSENT AGENDA –**

1. Consent Agenda

Minutes – July 26, 2023 meeting

Claims – July 2023

Statistics – July 2023

Citizen Comments:

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

**DIRECTOR’S REPORT**

**DNA Climber**

* Process Curiosity requested a follow up report with recommended safety solutions. Tony from Abundant Playscapes cannot do the follow up report due to other commitments. The team met with another possible who was unwilling to take on a mid-project inspection due to liability concerns

**Vestibule**

* Third Party Report was supposed to be a review of the documents and design, water intrusion issues with some windows, and heavy glass hardware. The actual report submitted to DAC was essentially a “cosmetic punch list” and not helpful. DAC does not plan to seek another report.
* MSR and AE reviewed and approved the updated heavy glass hardware and, according to DAC, it more or less works, so the vestibule project is considered complete. TCG has received final payment.
* TC Glass was here to look at repairs that are needed and one of the doors needs taken down and “regrinded”
* Robert P. has received training and is expected to maintain the doors. Slaven is looking into getting a service maintenance agreement with another vendor.

**Other Building Updates**

* Water intrusion in Families First – seems to be related to freeze/thaw activity and not just rain. DAC might come out on 10/9 when we are closed to look more closely.
* Parking garage slab – DAC will repair in September.
* Patio Precast Wall Cap – Jarrett recommends asking A&E for redesign recommendations.

**Budget Update** – Public hearing tomorrow, however, most decisions will be delayed because the Department of Revenue revised the mill value downward, which means less available money.

**Safety Update** – The after-hours cleaners have reported that patrons have been in the building. We have tweaked scheduling to increase the number of staff involved in closing the building. Also, in recent months there were two one year trespasses due to patrons getting assaulting staff (one pushing incident and one attempted punch in the stomach).

**Franklin to the Fort Block Party** – August 30th from 5:30-8. Trustee volunteers are welcome.

**Talk Time** – This new adult program is an English language learning conversation group facilitated by a volunteer with an ESL Certificate. Families First will provide childcare and enrichment activities. According to IRC and Soft Landing, 20+ refugees are arriving each month, equaling 3-5 families.

**UNFINISHED BUSINESS**

**Onboarding New Trustees** – Montana State Library Trustee Manual:

<https://msl.mt.gov/libraries/consulting/online_publications/trusteemanual/>

Add ALA Ethics and more specific details about MPL, including administration, Friends, Foundation, and contact info. Bylaws (including in the packet, not just a link to the County webpage). Julie would like to include Advocacy, but that would require a conversation at a future meeting. Slaven will reach out to Tracy Cook about joining us for a brief training/conversation. Strategic Plan. Forrest will put together a pdf.

**Director Goal Setting / Performance Evaluation** – Forrest submitted a draft based on Strategic Plan. Personal and library goals for next year due next meeting. Slaven will send to County HR for approval. Evaluation needs to be completed in March each year so the contract can be signed in April. Julie suggested that the Chair meet with Slaven to go over comments before she submits hers.

**NEW BUSINESS**

**Big Read** – Program Attendance was discussed and there will be a Trustee at most of the programs.

**Meeting Minutes Discussion –** The Trustees decided to rotate responsibilities (except the Chair) and wondered if meetings can be recorded. Slaven will ask. Megan will take minutes in September.

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

Citizen Comments:

**BOARD SHARED TRAINING**

CE credits for job shadowing and AsPEN Training is needed.

Intellectual Freedom and Censorship with Emily Knox. Discussion of trust and public libraries.

EveryLibrary suggested drafting a memo with the County legal team.

Begin looking at Meeting Room Reservations, Programming, and Exhibits Policy.

Julie will send something for next month related to the topic.

**Next meeting will take place at the Seeley Lake Library and online: September, 21, 2023 at 3:00**

# ADJOURNMENT

Respectfully submitted by:

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Slaven Lee, Director Date

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Forrest Boughner, Chair of the Trustees Date