Missoula Public Library

**BOARD OF TRUSTEES MEETING MINUTES**

**October 25, 2023**

**6:00 pm**

**Missoula Public Library, Blackfeet 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 6:03 by Chair, Forrest Boughner

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

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

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

**CONSENT AGENDA –**

1. Consent Agenda

Minutes – September 21, 2023 meeting

Claims – September 2023

Statistics – September 2023

Citizen Comments:

There was discussion about the laptop purchase and the increased library stats numbers. Lisa made a motion to accept the items on the consent agenda following discussion. Carol, 2nd the motion, motion carried.

**MSC ENTERPRISE DASHBOARD**

* Elizabeth provided an overview on how to use the MSC Enterprise Dashboard including how to find information on library usage, book circulation, and library programs for our library and others in Montana. The library provides data for the annual public library survey and this information is used for state library reporting.

**CLOSED DATES DISCUSSION**

* Elizabeth explained that there was an error when the library approved holiday closed dates for Veteran’s Day this year. At the library, the holiday was approved for Saturday, November 11th while the county and federal policy observe the holiday on Friday, November 10th. She asked that the closed date switch from Saturday to Friday. The board agreed that Veteran’s Day should be observed on Friday with the library operating on Saturday with normal business hours. There may be a broader discussion in the future regarding library closed date policy.

**UNFINISHED BUSINESS**

Citizen Comments:

No unfinished business this month.

**NEW BUSINESS**

Citizen Comments:

**COFFEE SHOP/CAFÈ REQUEST FOR PROPOSALS**

* The library seeks proposals for a new renter for the coffee shop space. The major change from the previous process is the cost of the rental space. The library intends to keep the price attainable for local businesses. Previously, the rental cost was 10% of the shop’s total profit and now, businesses will write a proposed bid price. There was discussion about the length of the contract, the desire for the new renter to be a partner with the library, and grammatical/language suggestions to the proposal.
* Julie made a motion to approve the RFP pending Lisa’s grammatical/language edits. Carol, 2nd the motion, motion carried.

**EXHIBIT/DISPLAY POLICY**

* Julie and Robert Mueller have been working on the policy. Julie anticipates the board can review a draft at next month’s meeting.

**VETERAN’S DAY 2023**

* Carol made a motion that the library closed date for Veteran’s Day change from Saturday, November 11th to Friday, November 10th. Lisa, 2nd the motion, motion carried.

**DATE FOR NOVEMBER MEETING**

* Julie made a motion that the board meet on November 15th for our monthly meeting. Megan, 2nd the motion, motion carried.

**Next meeting will take place at the Missoula Public Library and online: November 15. [A lucky someone] will take minutes.**

# ADJOURNMENT

Respectfully submitted by:

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Slaven Lee, Director Date

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Forrest Boughner, Chair of the Trustees Date