Missoula Public Library

**BOARD OF TRUSTEES MEETING MINUTES**

**December 27, 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 6:06 by Chair, Forrest Boughner

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

**OTHERS PRESENT:** Karl Olson; Kayla (Potomac branch)

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

**CONSENT AGENDA –**

1. Consent Agenda

Minutes – October 25, 2023 meeting

Claims – October 2023

Statistics – October 2023

Citizen Comments:

Due to a lack of a quorum for the November meeting, the October consent agenda was approved at this meeting. Lisa made a motion to approve the October consent agenda. Julie, 2nd the motion, motion carried.

1. Consent Agenda

Minutes – November 15, 2023 meeting

Claims – November 2023

Statistics – November 2023

Citizen Comments:

There were questions about office equipment maintenance repair costs and the library’s current repair company contract. Carol made a motion to approve the November consent agenda with a change to the minutes that list Lisa as present. Lisa, 2nd the motion, motion carried.

**DIRECTOR’S REPORT**

* Slaven shared that a second inspector examined the DNA climber and agreed with the safety issues presented in the two reports from the previous inspector. The new inspector plans to finish two reports to submit to Process Curiosity in January. One report will detail the bare minimum changes needed for the climber to open and the other will suggest a plan for a re-design by a new vendor.
* Slaven and HR plan to hire a manager position for a librarian vacancy. This will provide additional and needed management in the library and lessen Slaven’s direct reports.
* Slaven engaged with the Missoula community in numerous ways the past month including working on a Salish language signage project, meeting with the Mansfield Center, presenting to the Missoula Cohort Leaders, and judging a live poetry contest.

**FOUNDATION UPDATE**

* Karl provided an annual update from the foundation. Highlights include: $46,000 from foundation donations used for the library’s special projects and programs; acted as the primary local funded of the Big Read; sole funder of the library’s 1000 books before kindergarten program; financial support for summer learning program; purchased banquet tables for event space and barrier for DNA climber; raised over $200,000 for the Library’s future Bookmobile.

**UNFINISHED BUSINESS**

Citizen Comments:

**CLOSED DATES**

The Board passed the 2024 holiday closed dates with an online vote with little discussion.

**EXHIBIT/DISPLAY POLICY**

* Julie discussed the new/updated internal and external exhibit space policy, updated request form, and updated reconsideration form.
* There was discussion around the timing of displays, policy process, and board meetings. The Board agreed that it was the Director’s decision to keep or remove an exhibit/display. If the Director decides to keep the exhibit/display, the individual who requested it be removed has the right to appeal to the Board. Lisa made a motion to accept the exhibit/display policies. Carol, 2nd the motion, motion carried.

**COFFEE/CAFÈ RFP**

* Slaven extended the proposal deadline through the end of January. The Board will plan to discuss the proposals at the February meeting.

**DRESS CODE POLICY**

* Julie moved to accept the change removing dress code and removing the word “professional.” Megan, 2nd the motion, motion carried.

**NEW BUSINESS**

Citizen Comments:

**TAMARACK FEDERATION**

* The federation provides funding and training support to its member libraries. The yearly retreat is April 26-27 in Polson this year. The Director and Julie plan to attend.

**JANUARY SHARED TRAINING**

* The Board will watch a Web Junction webinar on loneliness for the January meeting and privacy in public spaces for February. In March, the Board will watch a Niche Academy training on intellectual freedom.

**Next meeting will take place at the Missoula Public Library and online: January 24.**

# ADJOURNMENT

Respectfully submitted by:

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Slaven Lee, Director Date

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Forrest Boughner, Chair of the Trustees Date