Missoula Public Library

**BOARD OF TRUSTEES MEETING MINUTES**

**February 28, 2024**

**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 6:05 by Chair, Forrest Boughner

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

**OTHERS PRESENT:** Amanda Allpress, Elizabeth Jonkel, Will Klacynski, Robert Mueller, Kayla Whitaker (all online).See list included in Board Packet for other in person attendees.

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

**CONSENT AGENDA –**

1. Consent Agenda

Minutes – January 24, 2024 meeting

Claims – January 2024

Statistics – January 2024

Citizen Comments:

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

1. **DIRECTOR’S REPORT**

**DNA Climber** – Process Curiosity has until March 8 to respond to a Demand Letter sent by our Utah counsel. They said they are working on responses to specific concerns in the most recent safety inspection.

**FY25 Budget Process** – The process is starting earlier this year. Slaven has had one meeting with Finance and has another on Friday. Departments have been asked to review contracts and itemize them into the appropriate fund (as opposed to keeping them all in the Contracted Services bucket). Slaven started this process last budget cycle. AUOR partner reimbursements are now being tracked better so they are reflected as revenue. Event rentals, passports, and the coffee shop all contributed to increased revenues, which the County appreciates. Slaven has also been meeting with County Facilities to find ways to collaborate and save money.

**Accessibility Audit** – During strategic planning and through patron interactions, we have heard that we could make improvements that would make the new library more accessibleto people with disabilities. Slaven worked with the County Accessibility Coordinator who set up an audit with representatives from Summit Independent Living. The Steering Committee met with them and had an onsite tour of the library and services that resulted in several items we can adjust or add to be more accessible.

**WATHERCOLOR CLASS DISCUSSION**

Slaven explained her reasoning for asking Robert P. (MPL’s Facilities Manager) to only teach the class once a month instead of weekly due to the demands of his job duties and budget constraints. Watercolor class participants gave public comment regarding their preference for Robert to teach more frequently.

**UNFINISHED BUSINESS**

Citizen Comments:

**NEW BUSINESS**

**Coffee Shop Recommendation** – MPL received four proposals. Scoring is included in the Board packet. After a brief discussion, Lisa made a motion to select Clyde Coffee. Julie, 2nd the motion, motion carried.

**Wage Advocacy Project** –Julie will put together a draft letter to send to County Leadership by 3/11.

**BRIC (Building Resilient Infrastructure and Communities) Living Roof** –The City Stormwater team wants to partner on building a living roof as a demonstration and education tool for the community, including contractors and designers. The living roof will filter stormwater, mitigate heat, and reduce reflection. Lisa made a motion to pursue this idea. Carol, 2nd the motion, motion carried.

**Executive Director Evaluation** – General discussion about timeline for AUOR survey and individual interviews to collect data. Slaven should submit her comments by 3/22. All agreed that the review should be given during an Executive session at the next meeting.

**Staff Training Day** – June 28, 2024 – For our annual staff training day, Management would like to schedule a trainer that the County has been using for Effective Communication for Conflict: Dealing with Angry People in the Workplace (2hr) and a Hands-on Active Shooter training (2hr). Usually the Friends of the Library give us funds for lunch. We will plan to do fun, team-building activities later in the day. – Lisa made a motion to close the library on 6/28 for staff training. Carol, 2nd the motion, motion carried.

Citizen Comments:

**SHARED TRAINING**

* Postponed until April meeting due to time constraints. Privacy and Public Spaces (WebJunction), then March Niche Academy Intellectual Freedom.

**Next meeting will take place at the Missoula Public Library and online: March 27.**

# ADJOURNMENT

Respectfully submitted by:

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Slaven Lee, Director Date

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Forrest Boughner, Chair of the Trustees Date