# **Missoula Public Library Board of Trustees Meeting**

# **MINUTES**

July 24, 2024

6:00 PM

Missoula Public Library, Blackfoot Room and Zoom

Join Zoom Meeting   
<https://us06web.zoom.us/j/84579681903?pwd=khN9K2R4rRyaSmazs570sci66wase5.1>

Call to Order/Roll Call – Julie Edwards, Acting Chair

Present: Megan Moore, Julie Edwards, Janice Nugent, Katy Walter, Alex Beal, Slaven Lee, Peter Donaldson

Non-Board Members Present: Will Klaczynski, Kayla Whitaker

1. Citizen comments on anything not included on the agenda
   1. None
2. Introduce new Library Trustees
   1. All trustees, Slaven, Will and Kayla introduced themselves
   2. Julie asked all Board members to watch for emails, as well as link to SharePoint files to review all relevant documents
3. Consent Agenda – vote again
   1. April, May, June statistics were reviewed (list below)
   2. Megan had a question regarding the wall cap proposal at $15,000, Slaven indicated we will discuss later in today’s agenda. Clarification was also made that there was an initial design fee as well that had been in prior consent agendas.

Minutes – April 24, 2024

Claims – April 2024

Statistics – April 2024

Minutes – May 22, 2024

Claims – May 2024

Statistics – May 2024

Claims – June 2024

Statistics – June 2024

Citizen Comments: None

1. Director’s Report
   1. Slaven provided highlights of Director’s report
      * 1. Key staff held meeting for city of Missoula camping regulation changes (went into effect today 7/24). Library was mentioned as “buffer zone” for individuals who may want to have their items here during the day in line with restrictions. Slaven has some experience from previous libraries with this. Met to set up guidelines and main focus is on managing behaviors and not their belongings. However, this may be dependent on size of items and potential intrusiveness to other patrons. Attentive to what staff will be asked to attend to and avoiding burn-out. Slaven has talked with Mayor Davis and plans to follow up in a month. Library staff will be gathering data in the meantime.
        2. Western MT LGBT Center has an inventory of books that the library is working to put into their online catalogue so that people from across the state can access them.
        3. DNA Climber: County Commissioners have approved additional funding to explore options.
        4. County Finance: have been talking with them frequently (including things like e-book collection). For every 5 ppl who request an item, best practice is to have 1 copy in the physical library. Average wait time for copies in the e-book collection is 55 days – looking for additional funds to help with better customer service.
        5. Report format has changed
        6. Bookmobile has been paid for and will be arriving in a few weeks. New library specialist will be responsible for the bookmobile.
           1. Question regarding artwork for this project being contributed on volunteer basis:

No, when Indigenous artists are hired, they are paid.

* + - 1. Update on glass doors:
         1. TC Glass is out of warranty, has been an ongoing issue (some related to design, some related to quality of work). Dick Anderson Construction has recommended Yellowstone Glass who will be submitting a quote to provide quarterly maintenance on the doors.

Board Questions/Discussion:

* Clarification around messaging for unhoused individuals on camping options 🡪 not much is yet clear on what options are, but yes, intend to provide resources and information as it comes available.
* Question around funding for e-books
* Point of accessibility about how e-books are used for Battle of the Books to provide equitable opportunity to participate in public school activities like this.
* Question about MSW students participating in practicum work (and specifically around unhoused population)
  + Slaven plans to talk with Theresa Williams w/ Crisis Intervention team about grant funding for practicum MSW student

Citizens Comments: None

1. Unfinished Business

Wage Advocacy Updates

* Slaven has continued making the case for higher wages for library staff. County had come with usual amount of money for 2.5% raises, but because of advocacy and data-backed work, the County went back, reviewed and was able to provide additional funding to support library staff increases. Slaven reports that the relationship with the Union was important and effective.

Citizens Comments: None

1. New Business

New Chair and Vice Chair – Elections

* + Nomination for Megan to be Chair:
    - Julie nominated, Peter Seconded
    - Megan accepted the nomination, unanimous “Aye” vote. Motion passed
  + Nomination for Julie to be Vice Chair:
    - Megan nominated, Janice Seconded
    - Julie accepted the nomination, unanimous “Aye” vote. Motion passed

Trustee program involvement

* Julie shared the idea/request that trustees sign up for 2 programs to attend in a given month to help increase Board member visibility
* Requested that this be a recurring agenda item for Board members to have the opportunity to share-out their experience and involvement

Policy Manual – Review

* Julie noted that best-practice is regular review and update of policies. Currently, all aspects need to be reviewed/updated
* Recommend that 2 Board members consider taking one quarter to focus on each of the 3 aspects to update in support of and collaboration with library staff. Slaven has spoken with Steering Committee and there are staff interested in participating.
* Clarification that the Board will not be writing the policy on their own, but is just present to help support the library staff and facilitate consistent progress toward updates.
  + Operations – Julie & Megan offered to work on this for the coming 4 months (July-November)
  + Collection Development (December-March)
  + Personnel (April-July (2025)

Meeting Room Terms of Use

* Slaven noted that those managing the meeting rooms are wanting to add some additional language/expectations into the Terms of Use so that the public is encouraged to help keep the rooms looking nice. Also added a suggestion at the bottom that indicates additional fees may be assessed if term are not abided by.
* Notation that the rooms are used broadly by a wide range of groups most of whom are very respectful and helpful.
* Clarification that this is an official policy document
* Janice moved, Alex Seconded
  + Approved
* Who will update this to get into the current policy online?

People Counter – Vote again

* At May meeting, this was approved, but a quorum wasn’t present because Peter was still an alternate
* Quick update that the people counter software is needed to be updated because of inaccuracy of current set up. Additional data collection is useful for a variety of reasons. Previous meeting included a presentation from IT that addressed privacy and cost concerns.
* Megan asked for motion to re-approve formally
  + Peter moved, Julie seconded
  + Motion passed

Wall Cap Proposal

* Wall cap has experienced degradation (likely due to de-icer) on the concrete. New cap would be steel material that will look good and last longer. Insurance claim has been submitted and county feels confident it will go through.
* Motion made to approve Dick Anderson doing the repair work
  + Alex moved, Julie Seconded
  + Motion passed

Citizen Comments: None

1. Board Shared Training - Palaces of the People – Intro and Chapter One
   1. Postponed until August Meeting (Chapters 1-4 will be discussed)

Citizen Comments:

1. Next meeting: August 28, 2024
2. Adjourned at 7:00pm