

**Missoula Public Library**  
**BOARD OF TRUSTEES MEETING MINUTES**  
**August 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 6:00pm by Chair Megan Moore.

**ROLL CALL** Members present Peter Donaldson, Julie Edwards, Megan Moore, Katy Walter, Janice Nugent, Alex Beal

**OTHERS PRESENT:** Slaven Lee, Elizabeth Jonkel, Xavier Kneedler-Shorten, Selya Avila, Kayla Whitaker, Dori Athey, Will Klaczynski

**CITIZEN COMMENTS ON ANYTHING NOT INCLUDED ON THE AGENDA** - None

Slaven asked to move the conversation about the Trespass to the end of the meeting because we have to go into executive session, so staff won't have to leave and come back.

**1. CONSENT AGENDA** - Approved:

Minutes – July 24, 2024

Claims – July 2024

Statistics – July 2024

Discussion: None.

Citizen Comments: None

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## **2. DIRECTOR'S REPORT**

**General Updates** – Slaven submitted a written report. Highlights covered here: No update on the DNA climber. Bookmobile is here, launch party on 9/28 at 5:30-7. Sold the WOW bus. Met with Elections Dept to talk about the mill levy process.

Discussion: Megan mentioned that the written report is very helpful and interesting.

Citizen Comments: None

**Budget Presentation** – Slaven shared pie chart of draft budget to give a sense of where money comes from and goes. 78% is from property taxes. We do a good job creating our own revenue (for example Clyde Coffee's rent, the Passport processing, and 4th floor rentals). 78% of the expenses go to personnel. Books budget is only about 6%, which is below industry standard but we can't increase it with then budget we have now. Slaven is going to talk to a consulting firm to see if we can address the high costs of janitorial services for the building. AUOR do reimburse some costs for the building based on their square footage.

Discussion: Megan asked if we have solar. We do, and it covers about 19% of usage.

Megan asked about contracted services, which is a general catch-all fund that Slaven is slowly parsing out into appropriate categories.

Citizen Comments: None

## **3. UNFINISHED BUSINESS**

**Trustee Program Attendance Review** - Katy Walter went to

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the Big Sky branch craft hour. The person was out but the craft stuff was out and her daughter did crafts and chatted with friend.

We also updated the list of which trustee will attend a program during which month:

September - Megan  
October - Alex  
November - Peter  
December - Katy  
January - Megan  
February - Julie  
March - Janice  
April - Alex  
May - Katy  
June - Peter  
July - Julie  
August - Janice

Discussion: Slaven noted that before the meeting started Janice mentioned that she attended the blood drive and was impressed, and that the person organizing it said her favorite hosting site is the library.

**Policy Manual Review Process** - Julie reported that reviewing the policy with the staff committee made it clear that the document has to be taken as a whole, not in pieces. She recommended that she and Megan work with the committee to look at the manual as a whole and bring it back to the board. The board agreed.

We also need to create a board policy separate from the main one, and two members can work on that separately.

**Action item:** Slaven will assign one or two more staff members to the committee.

**Action item:** Julie will contact Megan and the staff committee to set up next steps.

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Citizen Comments: None

- 4. SHARED TRAINING** - *Palaces of the People* discussion using the prompts from Karl. Very good conversation - we had to cut it short because it was so engaging and we had to move on. The discussion highlighted how much great work the library staff does, and how committed they are to community.

**5. NEW BUSINESS**

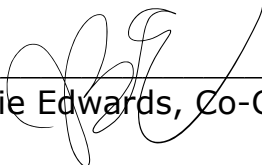
**Trespass Appeal** - Peter moved that we move to Executive Session. Julie seconded.

Adjourned at 7:16pm.

**Next meeting will take place at the Missoula Public Library and online: September 25**

ADJOURNMENT

Respectfully submitted by:

Slaven Lee, Director	Date
	August 29, 2024
Julie Edwards, Co-Chair of the Trustees	Date

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