

Missoula Public Library
BOARD OF TRUSTEES MEETING
August 24, 2017
1:00 PM
Seeley Lake Branch Library

ORDER The meeting was called to order at 1:05 by Chair Rita Henkel

ROLL CALL Members present were: Audra Loyal Becky Mosbacher, Barbara Berens, Rita Henkel, Margaret Wafstet and Honore Bray. Matt English was excused.

OTHER Sue Stone, Seeley Branch Library Tech, and Andi Bourne of the Pathfinder Newspaper.

MINUTES Becky Mosbacher made a motion to accept the 7-26-17 minutes as corrected. Motion carried

CITIZENS COMMENTS – None

CLAIMS Margaret Wafstet made a motion to accept the claims as presented. Motion carried.

STATISTICS

DIRECTOR'S REPORT

Quarters profit from Coffee Shop – This quarter the profit to the Library from the Coffee Shop was \$92.75. It was about the same as the 2016 payment.

Foundations report to the County – Karl Olson turned in the quarterly report of fund raising to the County CFO. They feel the public side of fundraising will begin in January or February. The summer is slow because so many people are vacationing but September should be a good month.

Unfinished Business

Building Project:- the RFP for the Asbestos Abatement has been advertised with a walk through the first week in September. Dick Anderson Construction will be managing this part of the RFP and walk through. The abatement process should begin in the middle of September.

The project is still coming in about a million and a quarter above the target amount so the Architects and DAC are working on aligning the project so it is on target. Once we hit that mark we will begin construction documents and move forward.

Deconstruction of Payne Property: Nikki Manning is working on the final project report and has recommended deconstruction of the School and the brick house next to the school. More details will follow when we see the report.

Discussion about the redesign of the Swan Valley Library: The Swan Valley Branch Library was toured on August 24, 2017, prior to the meeting in Seeley Lake. The library received a new roof, sand blasting of logs and staining, new chinking of the logs, new

lighting, electrical outlets, new carpet, new shelving and a new circulation desk. In 2016 the Department of Human Services from the State of Montana did an inspection of the building and presented a list of items that needed to be attended to for the safety of the users. The MPL Library Board allocated \$100,000.00 to the project and \$1,003,092.00 has been spent to date. There are a few more items that need to be completed for the project to hit completion.

The safety of the building is improved and the furniture and fixtures look fabulous and will allow the users to find things they are looking for and the Branch Technician to provide better service to the public.

OTHER OLD BUSINESS:

NEW BUSINESS

Report from Rita concerning the Board Training she attended: Audra Loyal, Matt English, Rita Henkel and Matt Jennings attended the All Board Training hosted by Missoula County. Rita would like to see the Agenda show more explanation of why the items appear and what action might be taken during the meeting. She would also like to see discussion shown in the Minutes so the Library adheres to the Open Meeting Laws.

The Library Board will all have new email accounts that begin with their first initial, last name@missoula.lib.mt.us. This will provide public access to a public email rather than a private email.

The following items were discussed during the report from the training:

The Missoula Public Library posts meeting agendas at least 48 hours before a meeting takes place. They are posted in house and on the City Website.

MPL Public Participation Policy states that comments may be given orally or in writing. Since time is limited, the Board chair reserves the right to set reasonable time limits for public input on each topic. Normally, a person will be limited to five minutes per agenda item. Written comments should be submitted to the Library Director at least 24 hours prior to the meeting.

OTHER NEW BUSINESS

RFP for the Coffee Shop in the new Library: The Library Board must present an RFP for the new Coffee Shop pursuant to MCA 7-8-2231 which states:

***Authorization to lease county property.** (1) The board of county commissioners has jurisdiction and power, under limitations and restrictions that are prescribed by law, to lease and transfer county property, however acquired, that is not necessary to the conduct of the county's business or the preservation of county property and for which immediate sale cannot be had. The leases must be made in a manner and for purposes that, in the judgment of the board, are best suited to advance the public benefit and welfare.*

In the case of the Library it is the Library Board not the County Commissioners that will be responsible for the RFP and the lease of the Library Coffee Shop.

The RFP for the Coffee Shop will be submitted on September 15, 2017.

Architects: MSR will return to Missoula on September 27 and 28. The Library Board will have a meeting and an update at 5:30 on September 27, 2017 and the Public will be given an update at a 7:00 PM meeting.

Next meeting: September 27, 2017 in the Library Large Meeting room at 5:30 PM

ADJOURNMENT

Respectfully submitted by:

Honore D. Bray, Director Date

Rita Henkel, Chair of the Trustees Date