

**Missoula Public Library**  
**BOARD OF TRUSTEES MEETING**  
**December 27, 2017**  
**6:00 PM**  
**Director's Office**

**ORDER** The meeting was called to order at 6:00 by Chair Rita Henkel

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

**OTHER** none

**MINUTES** Becky Mosbacher made a motion to accept the minutes of the November 20, 2017 meeting. Motion carried

Becky Mosbacher made a motion to accept the minutes of the December 6, 2017 special meeting as corrected. Motion carried

**CITIZENS COMMENTS -**

**CLAIMS** Audra Loyal made a motion to accept the November claims as presented. Motion carried.

**STATISTICS Discussion** some questions concerning the Novelist Plus catalog link were asked. Honore will talk with Stephen.  
Why is there 0 users for the wireless hotspot. Honore will ask Allen

**DIRECTOR'S REPORT**

MPL was recognized out of 17,000 plus public libraries to participate in the ALA "Andrew Carnegie Medal for Excellence in Fiction and Nonfiction" shortlist celebration.. The short list is out and the winning titles will be decided upon at the Mid-Winter meeting in Denver. Pam Carlton will be attending the celebration because she is attending mid-winter. Desiree Funston is preparing a reading challenge that includes the titles from the Shortlist and the first 24 participants to complete the challenge and turn in a journal will receive the book bags provided by ALA.

Margaret attended the Capital Campaign Committee to thank the members for their great success in raising funds for the new building.

**Unfinished Business**

**Building Project:**

The new property has had three wells drilled in the past week. Two are for the heating and cooling of the new building and the third is a test well. The wells need to be drilled and monitored for a year before they can be used.

Soil samples were also drilled on the site of the new library. This helps the Engineers to calculate footings, foundation etc.

**Policy Manual Update** – Matt Jennings suggested the User Behavior Policy be updated. The updated policy reads: “Library users are expected to conform to generally acceptable, lawful standards of behavior. Shirts and shoes are required in the library. A user who engages in any activity that disrupts the use of the library facilities or disrupts the ability of staff to perform its duties will be asked to cease such activity immediately by library staff.

If after staff contact, the user continues the disruptive behavior, he/she will be asked to leave the building by staff or the police and may be reported for any suspected criminal behavior. Including but not limited to: A. Open containers, B. Public intoxication, C. Disorderly conduct, D. Quarrelling, E. Challenging to fight or fighting, F. Loud and unusual noises, G. Using threatening, profane or obscene or abusive language, H. Carrying weapons, I. Disturbing or disrupting any lawful assembly or public meeting,

For the safety of users and staff, users may not sleep in the library.

If the user exhibits highly suspicious behavior, is disoriented or clearly irrational, library staff members(s) are authorized to seek help from the Missoula Police Department.

If the user exhibits aggressive, abusive, violent or suspicious (such as theft or vandalism) behavior, the library staff member(s) are authorized to seek help from the Missoula Policy Department.

Subsequent violations of this policy may result in expulsion from the Library by the Library Board of Trustees, the Library Director, or Library staff pursuant to the Montana Code Annotated section 22-1-311. A decision to expel or trespass a user will be made by written notice when practical and when there is contact information for the user. In other circumstances, such as in an emergency, when the health or safety of users and staff is threatened, or when there is no contact information to send written notice, a user may be verbally expelled by staff. A user may appeal a decision to expel him or her by filling an appeal with the Chair of the Library Board of Trustees within 30 days of receipt of the Notice. An appeal shall state the reasons the user believes he or she was wrongfully expelled or terminated, any relevant mitigating circumstances, a plan to correct or remedy past offensive behavior, and a request for relief. Upon filing an appeal a decision to expel or trespass a user, the Library Board of Trustees shall schedule a time and place to hear the appeal within 30 days. The meeting to hear appeals may be at the regular scheduled trustee meeting or at a special meeting with notice given. (12/2017)

Becky Mosbacher made a motion to add the new User Behavior Policy to the MPL Policy Manual dated January 2017.

**OTHER OLD BUSINESS:** .Department of Revenue letter for Tax Exempt Status of the current Library came back stating that they will make a decision after January 1, 2018. Honore will write another letter in response and Matt will share some suggestions.

#### **NEW BUSINESS**

**Partner’s MOU’s/ Building Name** – Discussion took place concerning the Partner MOU’s the Architects should move forward with the Logo ideas and once the Trustee’s see the LOGO they will decide.

#### **Other New Business**

**Next meeting: Wednesday, January 17, 2018 in the Director’s Office at 6:00 PM**

**ADJOURNMENT**

Respectfully submitted by:

---

Honore D. Bray, Director Date

---

Rita Henkel, Chair of the Trustees Date