

Missoula Public Library
BOARD OF TRUSTEES MEETING
May 22, 2019
6:00 PM
Director's Office

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

ROLL CALL Members present were: Matt English, Margaret Wafstet, Becky Mosbacher (on phone), Rita Henkel, Barbara Berens, Audra Loyal, and Honore Bray.

OTHER Jon Sears- ae Design

MINUTES Becky Mosbacher made a motion to accept the minutes of the March 27, 2019 meeting as presented, motion carried. (No February minutes, meeting canceled)

CITIZENS COMMENTS – None

CLAIMS The claims from March and April 2019 were discussed. Audra Loyal made a motion to accept the claims as presented. Motion carried.

STATISTICS March and April 2018 were discussed. Companies are changing the way they are collecting stats on web services so things may be a little off for the next couple months.

DIRECTOR'S REPORT

Budget for Safety and Security: A request to the City and the County for \$9000. each has been requested so we can establish a safety and security on call position since the RD positions at the county have been disband. Once the budget cycle has been finalized we will know what the outcome will be. This will be a positon to work with individuals who are struggling to maintain behavior required by our policies and who need help with de-escalation.

Budget Process: The budget process has changed again at the County level and Amanda Henthorne is working with Andrew and each department head to develop a budget that is workable for the tax base. We will discuss the Library Budget below.

MLA Support Staff Award: Robert Mueller from the Circulation Department has received the award for the state this year. Robert has worked at MPL for the past nine years. The State Shared Catalog Staff wrote a letter of reference for Robert and said he is their point man when trying to solve issue. That is a fairly high honor because the State Staff are very well versed in the Catalog.

MLA Program of the Year Award: This award was also won by MPL staff. Amanda Allpress has been working with Marje Doyle in developing and carrying out "Memory Café" Programs. These programs are for persons experiencing

memory loss and their care givers. It is a fascinating program and Amanda has done a very great job getting people involved in sharing memories from their past. She received a grant to develop Memory Kits which can be checked out and taken home so caregivers have some resources to help their loved ones.

Elizabeth Jonkel: Elizabeth just completed her term of MLA President and now moves into the Past Chair position. Elizabeth and her board produced a great MLA conference in Helena this year.

Montana Shared Catalog Large Library Rep: Elizabeth was just appointed to the State Library Executive Board for the Shared Catalog. She will work closely with the membership to insure the catalog is meeting the needs of the libraries she represents.

Honore Bray: was appointed to the Networking Advisory Committee for the State Library Commission. This Committee is an advisory committee to the State Library Commission to give advice on new and ongoing projects in the State, how funding is distributed, and other issues that affect the libraries across Montana.

Staff Training Day: June 7th is Staff Training Day. It is about transitioning to the new building and preparing the library and partners to work in a new way. All Partner agencies will work together to make the transition successful.

Collections: Lyndy Parke and Caroline Campbell are working on a plan to move the current collection to the new building. They will soon make a dry run to see how long it will take to load a cart, wrap it and move it across the street. After they have this information they will be able to know how many days the collection move will take. They have been doing research into the ins and outs of the collection move.

Baker and Taylor: Elizabeth Jonkel has lead the charge of Pre-processed Materials with B&T. She has worked with the State Library, Cataloging and the B&T team to create the data map for pre-processed materials, selected the covering materials for the materials, and has the cataloging set so the records that come into our system will be ready to go or easily manipulated so they are ready.

Montana Room Vertical Files: The newspaper and pamphlet files in the Montana Room will not move to the new building with us. Reference staff have been working to pull all pamphlets from the files and Paulette Parpart has been cataloging them and placing them in notebooks so they are discoverable to the public. Other items that are not pertinent to our community are being disposed of or are sent to communities that make more sense in their collections. Other news article from the clipping files that are from the Missoulian are being added to the Missoulian database for ease of finding the original article in the newspapers. The cemetery records will move with us but are in the process of being digitized.

Weeding: Selectors have been weeding the collection and are removing items that should not move to the new building. This process should be completed by January.

Summer Food Program: The summer food program will ramp up toward the middle of June. We will serve meals every day from 11:30-1:00. This year we will add the backpack program for children who need meals for the weekend.

Big Sky Branch for the summer: Big Sky High School is beginning their remodel right after school is out in June. The Library will move with the administration to the F Building which is at the first parking lot. Crystal will work out the details of hold etc when she knows the schedule of when she can be in the old library. Anytime the crane is in operation staff cannot be in that part of the building.

Erica Johnson's Findings: Erica had five questions on the statistical collection of people experiencing homelessness this year. She has not compiled all the findings but she does know that 79% of the individuals who use the library use it for learning, and reading. Second highest number was for the computers and internet connectivity. Most said the staff are very helpful to them. Once we have the full findings I will share the report with you.

MLA 2020 in Missoula: April 1-4 will be the date and this would be a great time to earn 12 CE's so you can become certified.

Unfinished Business

Building Project- Jon Sears report –

The pouring of the third floor will take place May 29 and 30th. The fourth floor will be poured sometime the week of the 4th of July. There are issues with the seams on the concrete columns and they will be addressed. Audra Loyal wants DAC to know the Trustees are not happy with the look of the columns and they look trashy. A meeting with Architects, and DAC will take place soon to figure out the issue and how it will be remedied. This is not about the fact that the crew isn't trying to get a desired finish but to this point the desired finish has not happened. For more progress follow the link below.

<https://www.missoulapubliclibrary.org/grow/>

Winter caused 24 days of delay which DAC is asking for compensation for. The total will be \$40K for pay of the workers not the DAC staff. A decision has not been made and this will be decided on down the road toward the end of the project if there is project savings.

Current Library owned by City – Ratification of Execution of Consent and Attornment Agreement.

Margaret Wafstet made a motion to approve and ratify the execution of the agreement. Motion carried

OTHER OLD BUSINESS:

NEW BUSINESS

Staff Training Day: Rita Henkel made a motion to close the Library on June, 7, 2019 for staff training day. Motion carried

Director Search in 2021: Rita Henkel handed out the information from the State Library on new Director Searches. This is something that will happen in 2021 and the County HR officer will lead the Trustees through the process. It is recommended to begin the process three to six months early. As Honore transitions from the process of moving into the new building and can begin to see how the Director's responsibilities may change the Trustees will work with her on developing a new JD for the future.

FY20 Chair election in June

Budget FY20: Honore presented the budget that was worked on in conjunction with the Finance Department. Matt English made a motion to approve the budget for submission to the County Commissioners on June 10th, if the adjusted taxes for 2020 do not cover the increase then the budget will be reduced. Motion carried

Recognition of Boards in New Building: There will not be a display board with the Trustees, Friends Board, and Foundation Board in the new Library. All will be displayed on the website and flat screens.

Next meeting: Wednesday, June 19, 2019, 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