

Missoula Public Library
BOARD OF TRUSTEES MEETING
August 28, 2019
6:00 PM
Director's Office

ORDER The meeting was called to order at 6:00 by Barbara Berens

ROLL CALL Members present were: Margaret Wafstet, Becky Mosbacher, Barbara Berens, Audra Loyal, Forrest Boughner, Matt English and Honore Bray.

OTHER Jon Sears- ae Design, Karl Olson – MPL Foundation, Frank Scariano – MPL Foundation, Barbara Theroux – Friends of MPL

CITIZEN COMMENTS ON ANYTHING NOT INCLUDED ON THE AGENDA

None

MINUTES July 24, 2019 meeting - Becky Mosbacher made the motion to accept the minutes as corrected. Motion carried

CITIZENS COMMENTS – None

CLAIMS – Audra Loyal made a motion to accept the claims as presented. Second by Matt English. Motion carried

CITIZENS COMMENTS – None

STATISTICS – July, 2019 – Discussion took place

CITIZENS COMMENTS – None

DIRECTOR'S REPORT

Staffing – Stephen Haddad has resigned. His family is moving and his last day is Friday. Crystal Kobayashi was hired to be the new Reference Librarian at the main branch. Crystal leaves an opening at the Big Sky High School Library.

Book Drop and Bus wraps – Karl will be working on a new wrap for the bus and the off property book drops. He will bring ideas to the board in the future.

New Website – Stephen will hand off the Website to Bradin Farnworth. Stephen has been working with the website committee to design a new website for the new building. They will showcase it once most of the work is done.

Pre-processed materials – Baker and Taylor has been working with Elizabeth and Caroline to get the pre-processed materials working. B&T had a switch on their side that wasn't on so the first order should arrive next week. It will be very exciting.

Builder's Risk Insurance – DAC had water damage from the Sunday, storm a couple weeks ago. The barricade on the roof over the staircase was damaged from the wind and the water came down the stairs onto the first floor where a great amount of work was complete. Equipment, sheetrock, and wiring was damaged and needs to be replaced. A claim has been filed with Risks and Benefits.

Director's Salary Increase – The County Commissioners have granted all non-union employees a 2.5% increase in salary. Honore would like to request the Trustees consider the same increase for her. It will be on the September agenda.

Calgary – Karl and Kevin presented at a Fund Raising for Libraries Conference in Calgary at the new Library. They have been in their building about 9 months and they have moved to a desk less library; which is the service model we will be moving to in the new library. Karl thought it would be a great idea if we could visit. Honore has not been able to reach the person we worked with in Minneapolis so 9 staff and one Trustee will travel to Calgary on September 23-25, to tour and visit with Library Staff. They will match MPL staff with a person from their staff that does the same job so MPL staff can learn and ask questions about the model and how it has developed in the Calgary Library. When staff return to MPL they will plan the November Staff Training Day.

November 1 Staff Training Day – The Library will be closed

NWE Pull Can – The power source at the new building was connected in the middle of a sidewalk on the East end of the building. Steve Miller from DAC, Mac Bloom from the County Attorney's Office, and Honore Bray, Library Director, met with two representatives from NWE to discuss the bill for over 10K to begin the work on moving the can. The Library should find out if lowering the bill is possible.

Trapper Peak – The quarterly income from the Coffee Shop was received and deposited.

Inez Storer – Inez donated an art piece to MPL when the bond issue passed for the new building project. This week we received a great picture of the piece and got a few questions answered. It is a 20X40 piece called "The World". Susie Estep and other friends of Inez are donating the money to ship the work, and have it installed.

Shelving package – The shelving committee met the past week to go through the shelving bid shelf by shelf. The package is ready to go out to bid. The furniture package is the next package that will need to be vetted before it goes out to bid.

Revolutionary Words Series – This is a dynamic series of programs to explore profound questions of American Identity and history. Topics for great community

engagement. A great deal of time and energy has gone into getting the presenters for the program and a grant for \$1000 Gilder Lehrman Institute of American History, the American Library Association, and the National Endowment for Humanities. The Library received readers from the GLIA with many documents from the Founding Fathers. These are also downloadable at www.foundingera.org.

Unfinished Business

Building Project- Jon Sears report – Windows on first floor are being installed. The carrier panels for the shark fin siding are in the process of being installed and the siding will begin installation next week.

HVAC and access floor is installed on the first floor and partially installed on second. In four weeks the roof should be complete on the third and fourth floors. Everything is moving forward with the building and the site work is being completed at the same time.

There is a Change Order for the board to give permission to move it forward.

Water Tap Fee - The city does not refund the water tap fee any longer so this fee was not in original costs because previously the city would return the fee once the work was done. The fee is \$2630.41 from Owners Contingency

Fall Arrest System – This was overlooked in the original bid from the roofer. By DAC doing the work about \$10k was saved. \$35,062.49 will be taken from the Contractors Contingency.

Low Voltage Modifications - After the review of AV scope minor clarifications were made to the drawings. \$1,389.75 will be taken from Contractors Contingency.

Opening Day Collection – This fund will fluctuate at this time. An estimated \$400k is in the fund at this time. This will be funded from the Partner's estimated furniture fund.

Chair, Barbara Berens signed the Change Order document with consent from the Trustees. All funds were within the original budget.

Citizen Comments: Frank Scariano questioned why the change order funds are coming from Builders Contingency rather than DAC just paying for the items that were overlooked. Joh Sears explained that once the Contingency is gone DAC will be absorbing the costs that would have gone to contingency. This was an agreement DAC made to get the budget to balance at the beginning of the project.

For more progress follow the link below.

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

Frank Scariano – talked about the Building Budget which shows funds from the Bond Issue, regular library contribution, and the Foundations contribution from the Capital Campaign.

Karl Olson – presented the Capital Campaign budget and explained they still have about \$500K to go if there are no other expenses that arise. The Foundation will do another Hard Hat Tour of the property on September 25, 2019.

Opening Day Collection – The opening day collection budget is not stable at this time. Ideas of how to raise funds for that collection were discussed. One question that was directed to the Library Director was “Could some of the funds from the FY20 budget could be deferred to the ODC”? Honore explained that all new materials purchased in a year are from the current materials budget. Even though the library is weeding to get ready for the move we cannot discontinue purchase of new materials for the next several months because the users expect new materials on a daily basis. Other ideas will continue to be thought of.

Final County Budget - The County has not passed the final budget as of today so this discussion is tabled till the next meeting.

Grand Opening Committee - There are 15 names on the committee at this time. Honore will get Barbara the contact information and she will invite them to a meeting toward the end of September.

OTHER OLD BUSINESS:

NEW BUSINESS

Policy Review – First reading adjust existing policy

Public Participation Policy – First paragraph will read: The Missoula Public Library Board welcomes public input at its meeting. Each agenda item (unless specified otherwise) will be open for public input at the end of the Trustees discussion. At the beginning of the meeting there will be public comment time for any items not on the agenda. **(Reason for change is to make policy in compliance with the agenda).**

Library cards – In the event that a caregiver asks to obtain a card for a child: A caregiver may receive a library card with temporary status until the legal guardian can bring the child to the library with the yellow proof of address card. At this time the child’s card will be updated to full status. The child must be present to obtain either a temporary card and to update the card to full status. **(The reason this addition is being made to the policy is to accommodate nannies, grandparents, and caregivers who bring children to the library while caring for them.)**

Patron Behavior – If a user threatens staff or others with an object or a weapon the police will be called and the user will receive a one (1) year trespass.

