

**Missoula Public Library**  
**BOARD OF TRUSTEES MEETING**  
**December 30, 2020**  
**6:00**  
**ZOOM online meeting**

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

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

**OTHERS PRESENT:** Karl Olson – MPL Foundation, Desiree Funston – MFPE Union Rep., Jon Sears – ae design, Staff members: Leslie Wood, Annie Alger, Sarah Velk, Pam Carlton, Selya Avila, Will Klaczynski, Max Hill

**CITIZEN COMMENTS ON ANYTHING NOT INCLUDED ON THE AGENDA**

**MINUTES, November 30, 2020 meeting** – Becky Mosbacher made a motion to accept the minutes. Margaret Wafstet, second the motion. Motion carried.

**CITIZENS COMMENTS – None**

**CLAIMS** – November, 2020 Audra Loyal, made a motion to accept the claims as presented. Second by Forrest Boughner, motion carried.

**CITIZENS COMMENTS – None**

**STATISTICS** – Discussion took place concerning ILL numbers, ILL was not taking place between Libraries for several months, we have just resumed the service. Programming online takes 2X3 times longer to prepare and it also takes more staff to participate because of filming it and posting online. MPL staff is doing an amazing job getting services out to the public.

**DIRECTOR'S REPORT**

NWE reimbursement – MPL received a reimbursement form NWE for heating and cooling equipment and lighting that qualified. NCAT in Butte was the entity that filled out the paperwork in conjunction with DAC and Jon Sears. NCAT also filed the paperwork. The reimbursement program pays for their service. This money will be deposited in our Reserve Account.

Honore requested \$2500 from the sale of items at 301 E Main Street be used for matching funds to a grant Desiree Funston is applying for from the History Foundation. These funds will be used to begin digitizing the Cemetery records that Paulette Parpart has worked on for years. The total cost a year ago was \$65K so Desiree would like to begin the process and break it into chunks. This will make these records available online, and after this year we know the importance of resources on line.

The second request is for \$5000 from the sale money to purchase a vehicle that can be used to run around town for errands. This is what the old Book Mobile was used for.

Honore asked staff members to join her in reporting what is going on in the library daily. You have copies of their reports but it is better to hear from them first hand.

Curb Service beginning January 4, 2021, in the parking garage. This is to eliminate staff from slipping on the snow and ice. Sarah Velk explained how curb service is taking place and the amount of users engaging in this process daily. It takes place Monday – Saturday from 1-6. From 9-noon, most of the staff in the building are preparing the holds for pickup in the afternoon. It is very successful

Sarah also presented on the Programming Committee efforts during COVID. The demo kitchen is being used to do online cooking demonstrations. The Committee has a partnership with MSU/Co, Extension, and other food specialists in Missoula. The demos have been fun and well attended online.

Pam Carlton reported that the Youth Services Department is working with the AUOR Partners to create Grab-N-Go bags with activities for young people to do. They are handed out at Curb Service. The YS staff is also helping with curb service in the mornings and with running things to cars. Pam is doing Pea Green Boat from the closet of her home so the sound is good, and she presented a cooking decorating program online. Online programming is having great attendance.

Annie Alger reported on the new CHAT service that MPL Reference Librarians are manning. Reference staff are taking turns answering questions on open days. This works separate from the email services that are also available. Many reference projects are taking place for users who would normally come into the Montana Room to do their own research. Since we are not open the staff is doing the research and sending it to the users. Reference staff is also helping with Curb Service but spending morning hours pulling holds for the pickups and spending afternoons in the building to help answer the curb service phones.

No new COVID Information at this time.

No Citizens Comments:

## **UNFINISHED BUSINESS**

### **Building Project- Jon Sears**

The Library is in the close out stage of the project. Subs are working on punch lists and getting the finishes wrapped up. All Life Safety items are complete at this time. Two shelving units have not been installed yet. They are for third floor Adult Fiction and Vehicle repair manuals.

**Change Order** - The last larger Change order there are a few others little things. This CO increases the GMP by \$14,420.35, reducing the Construction Contingency to 10K. Becky Mosbacher made a motion to accept the Change Order, seconded by Audra Loyal, motion passed.

**Counter Solutions** in Missoula donated \$57,000 of solid surface covering for the display pods to MPL. The Foundation will be sending them a donation letter.

**Donor Wall** – The black gyp painted wall to hang the donor plaques is not an acceptable surface to the Foundation. They are working with DAC and the Architects to change the surface to MDF Board, it is the same surface as on the upper portion of the wall. This wall surface was changed during the process of (value engineering) reducing the pricing of the total project. The Foundation will pay the extra for the wall to be resurfaced and it will take approximately 12 weeks. The building will probably be open to the public and we will rope off the area.

**Opening to the Public**- This is tabled until a January meeting with the Health Dept and Risks and Benefits. We are waiting to see when front line staff can receive the vaccine.

**Foundation for MPL Request to Trustees** – Barbara opened the floor to those who would like to comment on the Foundation request from November. Desiree Funston the President of the Union asked the Trustees to consider the health of the Library Staff who are working Monday – Saturday to keep the users engaged with the library services being offered. She also read a letter from Leslie Wood who has a family member who passed from COVID during Christmas. The MPL staff feel strongly that the only people who should be in the building at this time are those who are completing construction or those who are on staff working.

Becky Mosbacher made a motion to revisit tours and opening to the public each month as new information surfaces and we can open safely. Audra Loyal seconded the motion, motion passed.

#### **OTHER OLD BUSINESS:**

#### **NEW BUSINESS**

**Matching Funds to Digitize Cemetery Records** - Forrest Boughner asked how it would be determined which part of the project would be first. Desiree explained it will begin with the City of Missoula, then Missoula County and they work out to the other communities.

Forrest Boughner made a motion to approve the grant and the \$2500 as a matching grant. Audra Loyal seconded the motion, motion passed.

**Library Vehicle** – Audra Loyal asked if we would post online for a donated vehicle for the library at the same time we are trying to locate one. If the donated vehicle would happen to be one that would work we could then save the funds. County Fleet vehicles will continue to be used for traveling to meeting across the state.

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Becky Mosbacher made a motion to use \$5000 to purchase a vehicle for library use if a donated vehicle does not work out. Audra Loyal seconded the motion, motion passed.

**January 27, 2021 meeting: 6 PM ZOOM**

**Time: Jan 27, 2021 06:00 PM Mountain Time (US and Canada)**

**<https://zoom.us/j/91879185094?pwd=ekJLdjJpK0I0dmVuTUd2Rk1yRkRiUT09>**

**Meeting ID: 918 7918 5094**

**Passcode: 383111**

**Dial by your location**

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**Find your local number: <https://zoom.us/u/adlHNy6QQ4>**

**ADJOURNMENT**

Respectfully submitted by:

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Honore D. Bray, Director

Date

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Barbara Berens, Chair of the Trustees

Date