

**Missoula Public Library**  
**BOARD OF TRUSTEES MEETING**  
**January 27, 2021**  
**6:00**  
**ZOOM online meeting**

**ORDER** The meeting was called to order at 6:00 by Chair, Audra Loyal

**ROLL CALL** Members present were: Audra Loyal, Margaret Wafstet, Becky Mosbacher, Forrest Boughner, and Honore Bray.  
Barbara Berens resigned from the Board of Trustees and the County Commissioners appointed Carol Wolfe, the alternate Trustee as a permanent member of the board filling the term of Barbara Berens.

**OTHERS PRESENT:** Dave Strohmaier, Josh Slotnick, Juanita Vero – County Commissioners, Karl Olson – MPL Foundation, Desiree Funston – MFPE Union Rep., Kathleen Bartlett - citizen, Jon Sears – ae design, Barbara Theroux, Robin Rennick, Slaven Lee, Staff members: Sarah Velk, Pam Carlton, Selya Avila, Will Klaczynski, Max Hill, Sue Stone, Bradin Farnworth, Crystal Kobayashi, Elizabeth Jonkel, Selya Avila, Laura Cote, Lyndy Parke, Robert Mueller, Joleen Jin, Kirk Vriesman, Ira Sather-Olson, Pam Carlton, Teresa Clark.

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

Dave Strohmaier, expressed his gratitude for the work the Trustees and the Staff of MPL do for the citizens of Missoula County. He also asked that the Trustees consider not opening to the public until it can be done safely by following the guidelines of the Risks and Benefits Office. Juanita Vero, reiterated Dave's comments as did Josh Slotnick.

Karl Olson asked where on the agenda the Trustees were going to cover the Opening of the Library and the date tours could take place. Audra Loyal pointed out the agenda item and the place it was discussed in the December minutes.

**MINUTES – December, 2020 meeting** – Becky Mosbacher made a motion to accept the Minutes as presented. Forrest Boughner, second the motion. Motion carried.

**CITIZENS COMMENTS – None**

**CLAIMS – December, 2020** Margaret Wafstet, made a motion to accept the claims as presented. Second by Becky Mosbacher, motion carried.

**CITIZENS COMMENTS – None**

**STATISTICS** – Discussion took place

**DIRECTOR'S REPORT**

**Security Guard** – One guard is working now helping with curb service. It has been very helpful to the staff to have Logan helping direct traffic in the garage. Curb service is

going well, it is very popular and some people hope we will continue curbside service when we open to the public. Curbside service takes a great deal of man power so we will need to figure out to what extent it can happen.

### **C-19 Information –**

*We recognize and appreciate the continued efforts Missoula Public Library has adopted thus far during the COVID-19 pandemic to provide services while ensuring the health and safety of staff and our community. Prior to opening the Library to limited in-person services, the following safety measures are recommended to minimize COVID-19 transmission:*

- *Continued employee health screening and mask requirement for all staff while in the building unless they are alone in an enclosed office.*
- *Determine and enforce a new “maximum” capacity*
- *Upon entering, visitors must:*
  - o *Wear a mask*
    - *Provide masks at entrance if they don't have one*
    - *If a visitor has a medical condition and are unable to wear a face covering, provide them with alternative services (curbside, online, etc.)*
  - o *Log their information*
    - *Date, time entering, name, address, phone number, time exiting*
    - *Maintain logs for at least 1 month*
  - o *Be notified they have 1 hour and other safety protocols*
  - o *Be given placards to place in area(s) they have used to alert staff of the need to sanitize these areas*
- *Disinfecting protocol*
  - o *Maintenance staff (throughout the day)*
  - o *Garden City Janitorial (closing hours)*
- *Determine schedules/hours:*
  - o *Consider opening after completion of Vaccination Phase 1B*
  - o *Dedicating certain hours for the high-risk population*
  - o *Consider opening every other day to allow for greater cleaning if needed*
- *Place floor markings to ensure social distancing (6ft distancing, one-way aisle, etc.)*
- *Close down drinking fountains, vending machines, etc.*
- *Close down toilets, urinals and/or sinks positioned close to one another to ensure users maintain distance*
  - o *Place visual indicators outside restroom in the event a line forms*
- *Install Plexiglas between staff/visitor in necessary areas*
- *Post signage near entry and throughout building and ensure security/safety enforces*
  - o *Social distance- those lingering should be asked to exit*
  - o *Masks required*
  - o *Sanitize/wash hands- place sanitizer dispensers throughout the library*
- *Place maximum capacity signage on elevator*
- *Do not rent out laptops to be used inside the library. Those renting laptops will be required to leave*
- *Postpone group events*
- *Remove/close off unnecessary seating to discourage visitors from lingering*
- *Shut down 4<sup>th</sup> floor/meeting areas*
- *Released information regarding opening should note limited services only. Everyone is encouraged to continue to use curbside/online services.*

**Art Work** – Ted Hughes is hanging art work in the Montana room as well as the Inez Storer work, *The World*, on the fourth floor of the building. The Museum of Art and Culture from the University has installed three pieces of work in the Montana Room as well.

Citizens Comments: Kathleen Bartlett suggested the library try a one-on-one curb service like Home Delivery.

## **UNFINISHED BUSINESS**

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

The project is at the punch list phase. There will be some small change orders in March for lights and a few critical items. Those will come to you next month.

The Donor Wall finish was changed during value engineering. The wall was changed from an applied finish that matches the upper portion of the wall to painted dry wall. The imperfection of the dry wall show under the black paint and it isn't a great finish for the Donor Wall. The Foundation would like the Trustees to share the cost of the new MDF finish applied to the wall. Option one would cost \$17,500 and Option two would be twice that price. Discussion will take place under new business.

Dovetail missed the wood panels on the North wall in the Montana Room. The wall was called out on the plans but the plans did not show elevation drawings. DAC would like MPL to share the cost. Honore suggested 1/3 paid by each. The cost of the wall is \$20K Discussion will take place in new business.

**Opening to the Public**- the Risk and Benefits Office of Missoula County has set guidelines for opening the library. They are listed above in C-19 information.

The Library Staff have begun working on the list of items provided by the County Officials. Forrest Boughner asked what services the users are asking for that they can't get through curb service. Honore Bray explained that the biggest request she gets is for entrance to the building because they want to see the building they paid for. Honore asked the staff who answer the phone to add the requests they field. Laura Cote reported that most comments she gets are thanking the library for the services especially hot spots and chrome books. Crystal Kobayashi, reported that most of the calls she gets are people who want to browse the shelves. Selya Avila, reported public computer use and printing is important, Amanda Allpress said people who do not have cards and cannot check out computers need a way to do so.

Becky Mosbacher requested the item be added to the February meeting agenda at which time the Trustees will know how many of the at-risk citizens have been vaccinated. The Director will add it to the February agenda.

## **OTHER OLD BUSINESS:**

**NEW BUSINESS**

**Wood Wall in Montana Room** – Following discussion, Forrest Boughner made a motion to pay for 33% of the wood wall in the Montana Room with DAC, and Dovetail paying the remainder. Becky Mosbacher second the motion, motion carried.

**Donor Wall** – Following discussion about the donor wall, Becky Mosbacher made a motion to pay up to \$17,500 toward replacing the dry wall with MDF on the base of the Donor Wall. Margaret Wafstet second the motion, motion carried.

**Time: Feb 24, 2021 06:00 PM Mountain Time (US and Canada)**

**Join Zoom Meeting**

**<https://zoom.us/j/95632573609?pwd=dGFGZDgrd3dyamlFSnJpeklyNDNFdz09>**

**Meeting ID: 956 3257 3609**

**Passcode: 935850**

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

**ADJOURNMENT**

Respectfully submitted by:

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Honore D. Bray, Director

Date

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Audra Loyal, Chair of the Trustees

Date