



# REQUEST FOR COUNCIL ACTION

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**Title:** Request for Council Action - Out of State Travel

**Preferred Agenda:** September 13, 2022

**Submitted By:** Megan Dazey, Library Director

**Reviewed By:** Jeff Lynn, Pro-tem City Manager

**Type of Action:** Resolution \_\_\_\_ Motion X Roll Call \_\_\_\_ Other \_\_\_\_

**Relevant Code/Policy:** n/a

**Towards Council Goal:** II. WE ASPIRE to have an effective and efficient local government.

**Attachments:** None

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**Purpose of this RCA:**

Allow Library Director to attend the Library Journal Design Institute in Missoula, MT

**Background/Context:**

The Sweet Home Public Library has been selected as one of the focus libraries to have a breakout session about our potential new design to be led by award winning architects. We hope to come out of the session with a design that could be used for the next phase of our new library plan. Additional sessions will meet with architects and discussing funding options. <https://www.libraryjournal.com/event/design-institute-missoula>

**The Challenge/Problem:**

Per policy, all out of state travel requires authorization from Council.

**Issues and Financial Impacts:**

Cost to the City will include air fare and lodging for the Library Director to fly to Missoula and stay 1 night, conference registration is waived for being part of the conference.

Total cost (from the library budget) is expected to be \$600.

**Elements of a Stable Solution:**

Receive pro bono design services for potential new library building.

**Options:**

1. Move to authorize Library Services Director Megan Dazey to travel to Conference in Missoula, MT
2. Do nothing
3. Request more information or give staff other direction

**Recommendation:**

Staff recommends Option 1: Move to authorize Library Services Director Megan Dazey f to travel to Conference in Missoula, MT