

Great Falls Public Library
Board of Trustees Board Meeting
Tuesday, July 25, 2023
Great Falls Public Library – Cordingley Room (Basement of the Library)
(Virtual access to meeting was available upon request)
4:30 p.m.

BOARD MEMBERS PRESENT: Ms. Anne Bulger, Ms. Jessica Crist, Mr. Brad Eatherly, Ms. Sam DeForest and Ms. Whitney Olson.

BOARD MEMBERS ABSENT: None

EX OFFICIO BOARD MEMBERS PRESENT: Ms. Susan Wolff - City of Great Falls Commissioner, Ms. Rae Grulkowski - Cascade County Commissioner

EX OFFICIO BOARD MEMBERS ABSENT: None

STAFF PRESENT: Ms. Susie McIntyre, and Ms. Sara Linder-Parkinson

GUESTS PRESENT: Ms. Sandy Rice – GFPL Foundation liaison, Ms. Brianne Laurin- GFPL Executive Director, Richard Irving – Resident of Great Falls, Alice Klundt – Resident of Great Falls, Michael Yegerlehner – Resident of Great Falls, Kelly McKeehan – Resident of Great Falls, David Saslav – Resident of Great Falls, Melissa Smith – Resident of Great Falls, Nancy Zadick – Resident of Great Falls, Nancy Anderson – Resident of Great Falls, Larry Anderson – Resident of Great Falls, Jane Weber – Resident of Great Falls

Ms. Olson called the meeting to order at 4:30 pm.

I. AGENDA APPROVAL

Ms. Olson asked if anyone had additional items to add or remove from the agenda approval.

Ms. Crist moved that the Great Falls Public Library Board of Trustees approve the agenda items as presented. Ms. Bulger seconded the motion. Ms. Olson opened for any board discussion or public comment. Mr. Irving came to the podium and spoke about the height of the agenda on the board and asked that it be lowered. Ms. Olson called for a vote. Motion passed unanimously.

II. CONSENT AGENDA

Ms. Olson asked if there were any questions or comments from the committee regarding the consent agenda.

Ms. Crist stated on page 4 it should be Sydne George and on page 5 it should state Ms. McIntyre. Ms. Bulger inquired about the list that was referenced in the packet and Ms. McIntyre stated that she emailed it. Ms. McIntyre advised the board that on page 19 under tax revenue that an error was made on the mill value and she was notified after the packet was mailed out that the closeout was going to be \$33,762.21 less.

Ms. DeForest asked about Ms. McCorriston and the position she held and if she was going to apply. Ms. McIntyre explained that she would not be applying. She stepped in to assist and is going back to being a volunteer. Had the mill levy not passed this position would have been eliminated so she was hired in a temporary capacity only.

Ms. Bulger asked about James and Josh and Ms. McIntyre explained that they were not employees of the library but worked for Many Rivers Whole Health program. They will no longer be at the library but Many Rivers Whole Health supervisor, Paige Evans, is going to be starting to come in to the library on Monday thru Friday afternoons and she will be looking for a peer educator as well.

Mr. Eatherly moved that the Great Falls Library Board of Trustees approves the consent agenda items with changes. Ms. DeForest seconded the motion. Ms. Olson opened for any board discussion or public comment. Mr. Irving came to the podium and inquired if phone calls that were made to the library was counted as a statistic for someone coming into the library. Ms. McIntyre replied that phone calls did not count as coming into the library and the gate tabulates patrons entering the building. He also asked what the purpose for having mental health professionals and Ms. McIntyre clarified that they are here to debrief with staff, prevent patron behavior issues, intervention and to assist in deescalating issues that may occur. Ms. Olson called for a vote. Motion passed unanimously.

III. DIRECTORS REPORT

Ms. McIntyre reported that the mill levy legal case is now closed and on July 10th the Judge ordered that the monitor is discharged of any further duties and the Petitioner shall pay monitor \$824.50 for the hours that she served in her monitor capacity. It is also ordered that this matter is dismissed, with prejudice, and all parties will pay their own attorney fees and costs. Thank you to the Graybill's for their pro bono service. She hopes to have an invoice from the Election office soon.

Information was presented about the implementation plan now that the mill levy has passed. On July 1st, the Library patron parking lot is free 2-hour courtesy parking. The Cataloging Specialist, Bookmobile Coordinator and Resource Sharing Coordinator are 3 modified job descriptions and present employees applied and were hired into those positions and their old positions were eliminated. The Technical Services Library Clerk position was filled and they will start on July 31st. Presently we have the Assistant Library Director, Community Engagement Coordinator and the Communications

Specialist positions posted. They are open until filled and the hope is to start reviewing applications the week of July 24th and then schedule interviews. The information has been sent to HR regarding the Technology Systems Assistant and the Security Guards, which will be the 2nd wave of hiring and the hope is they are listed the first week of August. Spaces are being prepared by each department for their incoming staff; this includes installing phones and computers. Ms. McIntyre also reported that we have begun to purchase extra copies of downloadable ebooks and audiobooks for our patrons and are looking to invest in additional electronic resources.

Credit card payment processing was supposed to start on July 1st and we ran into a software issue. The hope was to go live on July 24th but we are trying to work on the 3% convenience fee with IT and the software company.

Ms. McIntyre advised on page 44 you can see a draft of the funding request that we would like to submit to the Foundation at their meeting on September 25th.

Ms. Crist moved that the Great Falls Public Library Board of Trustees approve the Foundation approved projects list as presented. Ms. DeForest seconded the motion. Ms. Olson opened for any board discussion or public comment. Mr. Saslav asked that there be metrics put into place to track the success and statistics. Ms. McIntyre stated that statistics would be tracked but no metrics have been set up. She stated that input and output are great but often we need to measure the impact that it has and that is often hard to capture. Ms. Olson called for a vote. Motion passed unanimously.

Ms. McIntyre presented that a request be made that the dollars currently allocated for the purchase and installation of the Automatic Materials Handler go to fund the design work for the Library remodel. On page 48, there is a reallocation request for discussion at the meeting.

Ms. Bulger moved that the Great Falls Public Library Board of Trustees approve the reallocation request as presented. Ms. DeForest seconded the motion. Ms. Olson opened for any board discussion or public comment. Upon having none, Ms. Olson called for a vote. Motion passed unanimously.

At the July 18th City Commission meeting there were community concerns that the Library Board appointment and process lacked transparency because the position that was open had not been advertised and other community members did not have the opportunity to apply. The Commission declined to reappoint Ms. Bulger and requested that the position be advertised to the public and all candidates be considered for the position. Ms. Bulger's application will be among the applicants for consideration and she will continue to serve on the board until the Commission appoints either Ms. Bulger or a new board member. It was then brought to our attention that Mr. Eatherly will be moving to Wichita, Kansas for a job opportunity and this meeting will be his last.

Applications will be accepted until August 11th and then this Board will process and interview candidates and we hope their will be recommendations at our next Board meeting. Applications can be found on the City of Great Falls website. The Commission has asked that the Board come up with a scoring process for interviews with explanations as to why a candidate was chosen or not chosen. Ms. Olson asked how we would handle interviews an Ms. DeForest asked if we would have to notice it as all Board members would be involved. Ms. Wolfe suggested that if the Board would like the Commission involved they asked for a special meeting prior to work session. Ms. Olson stated that more information was needed and she will ask some questions and communicate that to all parties involved. Ms. McIntyre advised she would be reaching out to the City Manager to get clarity and support moving forward. Mr. Eatherly stated that he appreciated his time on the Board and he was sad to be leaving but he certainly learned a lot more than he imagined he would.

Ms. McIntyre stated that the Library Park continues to be a concern for neighbors and staff. In your packet there is a report that shows everything that has been completed to date and what some of the current concerns are. This can be found on page 43. Patron behavior issues continue to increase and customarily June through August are our busiest park months. Neighbors have come and spoke with Ms. McIntyre and are concerned and unhappy with the state of things and the safety issues it presents. Ms. Crist suggested that we create a committee to put together some ideas and recommendations that includes community members, neighbors, Board members and staff. Ms. Olson believes it would be a good thing to get it out there and start getting input. It was agreed that a committee would be formed and report back in September.

IV. GFPL FOUNDATION REPORT

Ms. Laurin introduced herself as the new Executive Director for the Great Falls Public Library Foundation. She is all moved in to her office and excited to get started. She highly recommended starting a committee to talk about the park issues. She stated that creating those partnerships were great step for intervention before criminality happens.

V. CHAIRMAN'S REPORT

Ms. Olson discussed setting up a schedule to do the interviews for the upcoming Board positions. She will reach out to get everything set up and will let Mr. Kueffler know if notice will need to be posted.

Best wishes to Mr. Eatherly on his new adventure. Thank you for the time that you have dedicated to the Library.

Ms. Olson talked about the strategic plan that was approved 3-4 months ago. Ms. Bulger felt that highlighting the changes was great as it helps see what has been done and progress. Ms. McIntyre stated that she would continue to update the efforts and

accomplishments that are made. Goal 2 has been completed and the next step will be talking about the Rural Mill levy.

VI. BOARD REPORTS

Nothing to report

VII. PROPOSALS/COMMENTS FROM TRUSTEES

Nothing to report

VIII. OLD BUSINESS

The Board needs to do quarterly training of 1 hour per quarters. Ms. McIntyre asked if the Board would like to continue with the training. Comments were made that the audio was not great. Ms. McIntyre advised that the links had been sent out for the training previously. It was asked if they wanted to do the training together or apart and they decided to continue apart and come together for further discussion. The Board will continue with the webinars.

Mr. Eatherly stated that the Chair, Ms. Olson, and Vice Chair, Ms. Bulger, have done a great job navigating everything.

An election of officers was done for the Chair and Vice Chair

Ms. Crist moved that the Great Falls Public Library Board of Trustees elects Ms. Olson to the position of Board Chair. Ms. DeForest seconded the motion. Ms. Olson opened for any board discussion or public comment. Mr. Irving made a statement about not appointing the current Chair as he felt she and the Director were tainted by bi-partisan behavior and it looked bad to the public after the legal issues with the Elections Office. Ms. Olson called for a vote. Motion passed unanimously.

Ms. Crist moved that the Great Falls Public Library Board of Trustees elects Ms. Bulger to the position of Board Vice-Chair. Ms. DeForest seconded the motion. Ms. Olson opened for any board discussion or public comment. Upon having none, Ms. Olson called for a vote. Motion passed unanimously.

IX. NEW BUSINESS

No new business was presented or comments given.

X. PUBLIC COMMENT

Mr. Saslav came forward and wanted to know about the levy bills and wanted to know

what that looks like and Ms. McIntyre stated that we do not know yet but hope to have them soon.

Ms. Weber stood up and spoke about the park and said that it should be open for use dawn to dusk and advised that there was a service that could open and close the gate.

Mr. Yegerlehner stated that he was a neighbor and that he appreciates the library leadership. He advised that there are mental health issues all over town and he uses the library, feels it is a safe place and appreciates it being here. There is a much larger systemic issue and he believes that have Ms. McIntyre at the Continuum of Care is helpful and appreciated.

Mr. Saslav spoke that the expanding hours is going to have an impact on the problem of where people can belong and extending that service could net to be positive.

Mr. Irving came to the podium and spoke about Ms. McIntyre dealing with patrons in the park and her dealings with them can be part of the problem. He also talked about the Executive session that was called last meeting was not following the rules and that the Board was just doing things the way they want and not the right way.

XI. ADJOURNMENT

Ms. Olson asked if there were any other questions, upon hearing none she would entertain a motion.

Mr. Eatherly moved that the Great Falls Library Board of Trustees adjourn the meeting. Ms. Bulger seconded the motion. Ms. Olson opened for any board discussion or public comment. Mr. Irving made a statement about the Board making sure that they post notice if more than 3 of them are together. He stated that they needed to follow the rules and procedures. Ms. Olson called for a vote. Motion passed unanimously.

Ms. Olson adjourned the meeting at 6:10 pm.