

**Great Falls Public Library**  
**Board of Trustees Board Meeting**  
**Tuesday, February 23, 2021**  
**Great Falls Public Library – Montana Room (3<sup>rd</sup> Floor of the Library)**  
*(Virtual access to meeting was available upon request)*  
**4:30 p.m.**

BOARD MEMBERS PRESENT: Ms. Anne Bulger (via zoom), Ms. Jessica Crist (via zoom), Ms. Sam DeForest (via zoom), Ms. Susan McCord (via zoom) and Ms. Whitney Olson

BOARD MEMBERS ABSENT:

EX OFFICIO BOARD MEMBERS PRESENT: Mr. Jim Larson – Cascade County Commissioner (via zoom), and Mr. Don Ryan – Cascade County Commissioner

EX OFFICIO BOARD MEMBERS ABSENT: Ms. Mary Moe – City of Great Falls Commissioner

STAFF PRESENT: Ms. Chelsea Lara, Ms. Eva McDunn, Ms. Susie McIntyre, and Mr. Aaron Kueffler

GUESTS PRESENT: Mr. Ken Robison, Mr. Bill Tacke - GFPL Foundation Liaison (via zoom), Ms. Jill Baker - GFPL Foundation Director (via zoom), and Ms. Jenn Rowell - The Electric (via zoom)

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

At this time Ms. McIntyre asked Ms. Lara, and Ms. Dunn to give a brief overview of who they are, what they do, and how long have they worked at the library. Ms. Lara and Ms. Mc. Dunn left the meeting after their introduction.

**I. AGENDA APPROVAL**

Ms. Olson asked if anyone had any additional items to add or remove from the agenda approval. If not she would entertain a motion.

Ms. McCord moved to approve the agenda as presented. Ms. Crist seconded the motion. Ms. Olson opened for any board discussion or public comment. Upon hearing none, 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 items on pages 1-24, and the personnel report on page 29.

Ms. DeForest pointed out that she had attended by zoom. Ms. Crist had two minor changes, one is on page 5 under naming policy, third paragraph it should be effect not affect. The second is in the next paragraph where it says item B it should say item C. In that same paragraph Ms. Bulger said that "...library changed their name they went..." should be "...library changed its name it went..."

Ms. DeForest asked how the accounting software was working. Ms. McIntyre said that there have been improvements this month.

Ms. McCord asked what the other professional service (435900) and maintenance agreements (436300) were on page 18. Ms. McIntyre said other professional services are contracts such as snow removal, and background checks. The Maintenance agreements are contracts like the elevator maintenance, and copier maintenance.

Ms. Olson asked about the contributions and donations (365100) in the monthly budget report on page 21. Ms. McIntyre stated that the \$59,322.00 amount was from the Foundation as a payment for the new book mobile. Ms. DeForest asked if these numbers on the city report are correct now. Ms. McIntyre said yes. Ms. Olson asked about the Other Repair and Maintenance (423900) on page 22. Ms. McIntyre stated that it was over budget due to the unexpected chiller repairs. Ms. McCord asked if the Cordingley remodel came in under budget and is it finally finished. Ms. McIntyre said the remodel was over budget and that the project is completed.

Ms. Olson asked if there were any other questions and if not she would entertain a motion to approve the consent agenda.

Ms. Bulger moved to approve the consent agenda as presented. Ms. DeForest seconded the motion. Ms. Olson opened for any board discussion or public comment. Upon hearing none she called for a vote. Motion passed unanimously.

### **III. OPERATING VOUCHERS**

Ms. Olson asked if there were any questions or comments from the committee regarding the operating vouchers on pages 25-28.

Ms. Olson noticed that the OCLC appeared twice on the operating vouchers, once on the library summary and then again on foundation summary. Ms. McIntyre explained that the Foundation had distributed some Cordingley money and we used it to pay half of the OCLC bill. Ms. Olson asked what OCLC was. Ms. McIntyre said it was the software we use for cataloging and Inter-Library loans.

Ms. Olson asked if there were any other questions and if not she would entertain a motion to approve the operating vouchers.

Ms. DeForest moved that the Great Falls Library Board of Trustees approve the claims and payroll as presented. Ms. Bulger seconded the motion. Ms. Olson opened for any board discussion or public comment. Upon hearing none Ms. Olson called for a vote. Motion passed unanimously.

#### **IV. DIRECTOR'S REPORT**

Ms. McIntyre informed us that the Digital Sign was now up and running on the side of the building. The City Commission approved the payment for the cost overages on the basement flooding project. The next major project is the roof. It will be a design-bid-build project just like the basement flooding.

Ms. McIntyre has updated some of the forms we use. The original and updated ones are in your folder. Ms. Olson asked if the Library Access: Right of Appeal had been added to the form on page 50. Ms. McIntyre confirmed it was.

Ms. McIntyre stated that she has been attending the Downtown Safety Alliance meetings. They want to reduce crime and make people feel safer. Ms. Olson asked who is the Downtown Safety Alliance. Ms. McIntyre said it is a group of volunteers. Ms. DeForest asked if we have noticed any difference since installing the outdoor lighting, security cameras and benches outside. Ms. McIntyre said it is difficult to separate what has been a result of those items and the result of COVID protocols. Ms. Olson asked if staff was feeling safer. Ms. McIntyre said yes and no; the biggest concern currently is people wearing their masks. Ms. Bulger said that the library staff has handled it very well. Ms. Olson asked about the new gun law that was mentioned in the manager meeting minutes. Ms. McIntyre said that staff has voiced some concerns. She will have a report for the board next month on how it will impact the library. Ms. McIntyre doesn't expect much of an impact.

The website redesign is in progress thanks to foundation funding. We are currently creating a Request for Proposal (RFP), it will have some requirements such as handicap accessibility, ease of use and staff training.

The University of Montana spectrUM Discover has contacted the Library. They would like to do a collaborative project between them, the library, and the McLaughlin Research institute. They will be applying for a SEPA (Science Education Partnership Award) grant. The grant has not been written yet; we are just in the discussion stage. Ms. McFadden is already doing STEM programming such as the Slime Kits and the Lego Club. Ms. DeForest asked when this would occur if awarded the grant. Ms. McIntyre estimates in 2022. Ms. Bulger asked how this would affect staff time. Ms. McIntyre said that the grant would be written to include hiring a coordinator.

Ms. McIntyre also informed us that the staff for Genealogy Society that uses space on the third floor have been getting their vaccines and hope to reopen with limited hours the 2<sup>nd</sup> or 3<sup>rd</sup> week of March.

#### **V. GFPL FOUNDATION REPORT**

Mr. Tacke informed us that the marketing committee will meet this month. The Bookmobile campaign has raised over 250K. The marketing committee will be meeting again to put together the newsletter.

The foundation only has one board position to fill this year and the next full board meeting will be in April.

#### **VI. CHAIRMAN'S REPORT**

Ms. Olson had nothing to report.

#### **VII. BOARD REPORTS**

There was nothing to report.

#### **VIII. PROPOSALS/COMMENTS FROM TRUSTEES**

There was nothing to report.

#### **IX. OLD BUSINESS**

##### COVID-19

Ms. McIntyre mentioned that the current plan was created to match the previous Governor's stages. The new Governor is not using the same stages so she will be working on a revised plan. Ms. McIntyre will be consulting with other libraries and the CCHD to revise the plan. The plan will be focused on a timeline of when we will be lifting some of the restrictions and protocols that are currently in place.

##### Library Standards Calendar

Ms. McIntyre stated that the Board must review the Annual Public Library Statistical Report. This year Ms. McIntyre has included the results from other libraries for comparison. Ms. McIntyre offered a quick overview of some of the charts in the packet. Ms. McIntyre feels this is good data for the next strategic plan.

Ms. Olson asked if the board felt comfortable to begin working on the next strategic plan. Ms. Bulger asked what could be done individually. Ms. Olson mentioned reviewing other library strategic plans could be done individually instead of as a group. Ms.

McIntyre reminded everyone that the current strategic plan runs through 2022. We have completed a lot but still have a lot to do. Ms. Bulger recommended taking one strategic plan at a time and review it for what is good or bad and have a discussion about it. Ms. McIntyre reminded everyone that the Foundation does not provide operating costs, including staff or capital improvements. So if the Board would like more done, we need more funding for staff. This could be through City or County funds or with a Mill Levy.

Ms. Olson asked if we should have a "City Budget 101" session. Ms. McIntyre will invite the city finance office to the next board meeting to offer an overview of the city budget.

### Naming Proposal

Ms. Olson asked if there was a motion regarding the naming proposal.

Ms. Crist moved that the Great Falls Library Board of Trustees postpone the vote on renaming the library, and to establish a committee of stakeholders, both trustees and community members, to gather input from the community at large. Ms. Bulger seconded the motion. Ms. Olson opened for any board discussion or public comment.

Mr. Robison spoke to the committee. He stated that the community has many heroes, but only two are really visible, one being Paris Gibson and the other Col. Malmstrom. He proposes that in some form the Great Falls Public Library acknowledge another hero, Ms. Alma Smith Jacobs. He believes it's the time to give the community another visual hero and what better place to start than the "House that Alma Built". He understands the challenges that take place with a renaming including the financial burden. He is certain that several community groups would help fundraise and write grants for this. He believes that not everyone in our community knows who Ms. Jacobs is and believes the minorities in the community would welcome this honor to Ms. Jacobs. This is an opportunity to educate the community.

Ms. Bulger asked Mr. Robison opinion on the letter that was written by a person that knew Ms. Jacobs, and who felt that she would not be comfortable with the library being named after a person. Mr. Robison replied that he is on the City and County Historic Preservation Commission. Three years ago they had an open position and it has been difficult to hire because Great Falls doesn't have the reputation to attract top notch people. Taking a bold action and attaching a great librarian and civil rights leader to the library will be a great step in promoting Great Falls.

Mr. Tacke stated that the Foundation is aware of Ms. Jacobs's contribution to getting the bookmobile started many years ago, and the efforts to get the current library built. He admits that he knows very little about Ms. Jacobs, and agrees with Mr. Robison that Ms. Jacobs needs to be honored, but does not believe that having the library named after her would make much of an impression to visitors to our community without

knowing any background. At this time, the foundation would recommend that the library board decline the renaming proposal. The reasoning behind this decision is the amount of time that staff would have to put in and the cost of this action. On a personal standpoint, Mr. Tacke supports the motion to postpone the renaming vote until community input is acquired, and that this is an opportunity to really promote Ms. Jacobs and all that she has done.

Ms. McIntyre read a statement that she had written. She is honored to work in the “House that Alma Built”, and believes that Ms. Jacobs should be honored. Ms. McIntyre loves that we have Ms. Jacobs’s mural on the side of the building, the Alma Jacob’s plaza and Ms. Jacobs’s picture on the first and second floor of the library. She looks forward to finding other ways to honor her.

Ms. McIntyre would like to suggest that as we research community input, we also look for other ways we can honor Ms. Jacobs. There have been many suggestions and she hopes the board will keep that in mind. Ms. McIntyre also pointed out that the library has spent 53 years building its current brand. She hopes the board will also keep that in mind and is glad we are having these discussions.

Mr. Ryan mentioned that too often we forget those that have served as time passes. He believes that naming something after someone it becomes an educational tool. Mr. Ryan is in support of the bookmobile being named after Ms. Jacobs, and suggests the tagline “Here Comes Alma”.

Ms. Crist mentioned that we have not had enough community input and that she recommends that a committee be formed to research and get input from the community. This is why she is in favor of postponing a vote.

Ms. Bulger agrees and feels this will be an opportunity to educate the community.

Ms. McCord feels we should make a choice tonight. She is not in favor of changing the name of the library. She is in favor of educating the community. She feels that the bookmobile is a great way to honor Ms. Jacobs and she loves Mr. Ryan’s tagline “Here Comes Alma” for the bookmobile.

Ms. Moe is in support of postponing the vote. She is interested in hearing more of the story. Promoting diversity in Great Falls is important and it does involve a broader community discussion.

Ms. Moe is concerned on the quickness of naming the bookmobile without having a discussion.

A discussion began regarding the naming of the bookmobile. Ms. Crist reminded everyone that a motion was still on the floor. Ms. McCord asked who will be in charge of

forming the committee if this motion passes. Ms. Olson stated that the Chair appoints the committee members.

Ms. Olson reminded everyone of the current motion on the floor and called for a vote. Motion passed with three (3) yeas and one (1) nay.

Ms. Olson returned the discussion for the bookmobile naming and asked if anyone had a motion. Ms. Moe stated that since it is not on the agenda a motion cannot be made. Ms. Olson asked if there could still be discussion. Ms. Moe believes the better course of action would be to not talk about it.

Ms. Olson stated that in the by-laws she is allowed to call for a special meeting. Ms. McIntyre stated that there needs to be at least a 3 day notice for a special meeting. Ms. Olson asked if some information about the bookmobile could be available. Since this is a foundation project she would like for the foundation to be present. Ms. Crist asked that the wording for the motion be available ahead of time. It was agreed to hold the special meeting on Tuesday, March 2<sup>nd</sup> at 4:30pm.

#### **X. NEW BUSINESS**

There was no new business to discuss.

#### **XI. PUBLIC COMMENT**

Mr. Robison added that Ms. Jacobs's closest living descendant is her nephew and he is all for renaming the library.

#### **XII. ADJOURNMENT**

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

Ms. McCord moved that the Great Falls Library Board of Trustees adjourn the meeting. Ms. DeForest seconded the motion. Ms. Olson opened for any board discussion or public comment. Upon hearing none Ms. Olson called for a vote. Motion passed unanimously.

Ms. Olson adjourned the meeting at 6:51 pm.