

**Great Falls Public Library**  
**Board of Trustees Board Meeting**  
**Tuesday, April 23, 2021**  
**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. Jessica Crist, Ms. Sam DeForest, and Ms. Whitney Olson

BOARD MEMBERS ABSENT: Ms. Susan McCord and Ms. Anne Bulger

EX OFFICIO BOARD MEMBERS PRESENT: Ms. Mary Moe – City of Great Falls Commissioner (via zoom)

EX OFFICIO BOARD MEMBERS ABSENT: Mr. Don Ryan – Cascade County Commissioner

STAFF PRESENT: Mr. Bob Miller, Mr. Steven LaPergola, Ms. Susie McIntyre, and Mr. Aaron Kueffler

GUESTS PRESENT: Mr. Bill Tacke - GFPL Foundation Liaison, and Ms. Jill Baker - GFPL Foundation Director

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

**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. Crist moved to approve the agenda on the condition that when Ms. Moe joins via zoom we switch the discussion to the budget. 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.

At this time Ms. McIntyre asked Mr. Miller and Mr. LaPergola to give a brief overview of who they are, what they do, and how long they have worked at the library. Both Miller and Mr. LaPergola left the meeting after their introductions.

**II. CONSENT AGENDA**

Ms. Olson asked if there were any questions or comments from the committee regarding the consent agenda items on pages 1-22, and the personnel report on page 27.

Ms. Crist mentioned that on page 3, third line down, it should read "... so have expenses." On page 5, fifth paragraph, last line the word "remover" should be "remove".

Ms. DeForest had a question on page 13. She asked if the "Magazines" was new. Ms. McIntyre said yes, the Montana State Library provided money to purchase magazines that can be accessed through the Libby App for a year.

Ms. DeForest had a question on pages 17 and 19. She asked why the income showed as positive on page 17 and as a negative on page 19. Ms. McIntyre explained that the pages reflected two different reports, for pages 19-20 the report displays income as a negative number. Both reports are generated from the city site.

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

Ms. Crist moved to approve the consent agenda with corrections. 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 23-26, 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. 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.

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

Ms. McIntyre began with a capital improvement update. The roof project is moving forward. Ms. McIntyre is happy to report that no asbestos was found in the roof. She also informed us that the City Finance office is okay with us using the library fund to pay for the roof.

Ms. McIntyre is happy to report that the foundation has approved the \$20,000 request. We will be using the money to buy 20 new computers, software updates and an intercom system.

The bookmobile is expected to be delivered this Thursday at 9am. We will work to get the books on it as quickly as possible so it can start its runs the week of May 3<sup>rd</sup>.

Ms. McIntyre talked about Diverse Voices and Books. The Library is working on updating the collection policy to be more inclusive. On page 48 of the board packet is a flyer breaking down the diversity in children's books. In addition to being more diverse in our collection, the library will be planning more diverse programming.

Ms. McIntyre informed us that the Great Falls Public Library has received an Excellent Library Service award and Ms. McFadden has received the Montana Library Program of the Year award for her bilingual Storytime. More information is included in the board packet.

The library is moving forward with the Social Media Ambassadors project. This will be another way for people to volunteer without having to do too much. Participants will be asked to share and comment on the library social media posts once or twice a month as well as recruit other social media ambassadors.

Ms. McIntyre informed us that the Foundation has approved the restructure of our Friends of the Library group. Instead of a member based group, all volunteers of the library will be considered "Friends of the Library". Events, such as the annual Friends book sale will now be a joint partnership with the Foundation. Ms. Crist asked if there was a specific reason for the change. Ms. McIntyre stated that currently three volunteers have access to the Friends bank account and it just makes sense to have the Foundation handle it going forward.

Ms. McIntyre announced that the Friends of the Library and the AAUW will be having a joint book sale in May.

Ms. McIntyre added to her director's report. The YWCA reached out to the library regarding broadband service and the American Rescue Plan funds that are available. It was requested that a meeting be held that brings together all the stakeholders to discuss what the state of broadband is in Great Falls and what the needs of the community are. A group plan for broadband would be more effective than several businesses and organizations all going for it individually. They hope to have a meeting of stakeholders in May.

Ms. Olson asked for an update on stage one of the RFID project. Ms. McIntyre informed us that the RFP's are out. Prior to sending out the RFP's, she reached out to other libraries that use RFID to gather input. The first step is to weed our collection. We are also shifting materials around. We are planning a move of shelves and materials on June 13<sup>th</sup>. The Second step is to hire the company and the third will be to put tags on all the items and to install the staff software. Stage two will be the automated materials handler and that is expected to begin in 2022.

Ms. Olson asked how the MLA conference went. Ms. McIntyre said it went well. Since it was all online there was less interaction among people. Since it was online more staff was able to attend. Next year's conference will be in Missoula.

Ms. Olson asked what the progress was on the lawyer retainer. Ms. McIntyre said she has received a proposal from one firm and is awaiting the review from the city attorney's office.

## **V. GFPL FOUNDATION REPORT**

Mr. Tacke informed us that the Foundation had its quarterly meeting. The final tally of the bookmobile campaign was \$283 thousand. The foundation is very appreciative of all the community support that was received.

A new board member will be joining the Foundation in June, Kelly Wiles. Mr. Wiles is the teacher that worked with the students to produce the Book-A-Thon PSA's. The foundation would like to do another PSA when the bookmobile has arrived.

A fundraiser is scheduled for October 11<sup>th</sup> at the Mighty Mo. It is a "raise a pint" night. The foundation is also working with Five on Black and hope to have a date set soon.

\*\*\* At this point, Ms. Moe arrived via Zoom. Ms. Olson, per Ms. Crist's request, asked to jump to the Library Standard's Calendar line item under Old Business to discuss the library budget.\*\*\*

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

Ms. Olson had nothing to report.

## **VII. BOARD REPORTS**

Ms. DeForest had nothing to add this month but informed us that she will not be able to attend the Pathfinder Federation meeting next month. Ms. McIntyre has a proxy form that Ms. DeForest will need to sign. The meeting will be online on May 20<sup>th</sup>. It begins at 9:30am and usually lasts about two hours. Ms. Olson stated that she may be able to attend for Ms. DeForest.

Ms. Crist informed us that the naming committee will be having their first meeting this Thursday evening. Ms. Olson asked if the committee would be keeping meeting minutes that will be included in the board packet. Ms. McIntyre said that she would be including updates in her Director's report.

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

There was nothing to report.

## **IX. OLD BUSINESS**

### COVID-19

Ms. McIntyre gave an overview of pages 69-70. This revised COVID plan has firm dates such as starting May 25th, the library will move from requiring to recommending masks; as long as the COVID numbers in the county remain low. By this time, staff will have had the chance to be fully vaccinated. Staff has had many conversations and concerns. Volunteers will be coming back as well.

Some programs we will not be starting right away, but we are working on our very first outdoor programming will be on May 1st. It will be a story walk in Gibson Park. As you walk along and read the story there will be QR codes on each panel. If you scan the code you will hear a student from Whittier School read the page.

Our summer reading program will be mostly online. We will also be doing Sumer Music in the Library Park.

As we move forward we will start expanding things.

Ms. DeForest asked if staff will be required to continuing wearing masks. Ms. McIntyre said yes. Ms. DeForest asked how staff feels about helping patrons who don't wear a mask when the requirement is lifted. Ms. McIntyre stated that there are concerns from some staff and we have been having lots of conversations and we are working on a plan.

### Library Standards Calendar: Library Budget

Ms. McIntyre explained the process of the budget and the steps needed to present it to the city commission for approval. Ms. McIntyre presented a slide show of the estimates for the next Fiscal Year budget. The slide show is also included in the board packet. Ms. McIntyre mentioned that the collective bargaining negotiations are in process and that we may see adjustments to some of the budget due to the city changing healthcare providers and with long term staff retiring.

Ms. Olson asked how much of salary increases are driven by the collective bargaining agreement? Ms. McIntyre stated that most of the library staff belongs to a union; as a result she relies on the finance department to fill in the salary portion of the budget since they are the ones negotiating. The figures on the slide show are just a guess since the negotiations are still in progress.

Ms. McIntyre mentioned that if we budget \$260 thousand for the roof repair, it will bring our library fund account down to about 18%. The city recommends not dropping below 17%. Ms. McIntyre stated that there is no crisis with the roof at the moment, so if all the bids come back higher, we can postpone the roof project for another time. She reminded everyone that even though there are no major issues with the current roof, it is over 25 years old and that it would be cheaper to repair before something major happens then after.

Ms. DeForest asked if \$260 thousand would be enough, Ms. McIntyre believes it will be. Any amount over \$300 thousand would put us below 18%.

Ms. Moe asked if building expenditures were covered by the city. Ms. McIntyre said no, and that all infrastructure expenses are paid with the library fund.

Ms. Moe asked if there was potential to install solar panels on the roof. Ms. McIntyre said yes, and that she has been approached by a company to do that. The recommendation was to wait until the roof had been repaired. Ms. McIntyre was also advised to have all the lights in the library converted to LED before solar panels are installed to get the best bang for our buck.

Ms. Crist asked if the Foundation has ever said no to funding request. Ms. McIntyre said yes they have, but it is usually if it is something that doesn't meet their guidelines. Mr. Tacke agreed.

Ms. Olson asked if Ms. McIntyre felt if now was the right time to ask for funding to increase staff. Ms. McIntyre stated that in addition to creating the budget, she can ask for "Above and Beyond" from the city. She is planning on including one full time library specialist on to the list as well as a part-time bookmobile driver. If we could get these two positions, the library could be open to the public on Mondays. Ms. McIntyre added that even with the addition on one full time and one part time, we are still the least staffed library of the big six.

Ms. Olson asked what the board could do to help. Ms. McIntyre said that in addition to passing the budget proposal motion, it is important for the board to attend the city commission hearings on the budget.

Ms. Olson asked if Ms. Moe had any questions. Ms. Moe stated that she has heard our concerns and will relay them to the city commission.

Ms. McIntyre wanted to add the details of the full time employees (FTE) at the other major libraries in Montana. In 2019 the FTE for Billings was 32.7, Bozeman 27.47, Imagination 27.58, Lewis and Clark 38.87, Missoula 40 and Great Falls is 17.9.

Ms. Moe asked if Ms. McIntyre could send her the FTE stats; as well as stats for Butte and Belgrade.

Ms. DeForest asked if it had always been that way. Ms. McIntyre said that in 2014 the library had to cut staff due to funding and it has stayed flat since, while the other libraries have risen.

A discussion was had regarding the bidding process.

Ms. Crist moved that the Great Falls Public Library Board of Trustees approve the inclusion of funding up to \$260 thousand for the roof repair project to be included in the FY2022 Library Budget. 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.

## **X. NEW BUSINESS**

### Library Photography Policy Update

Ms. Olson asked if oral consent was enough to have a video or picture taken. Ms. McIntyre stated that Library staff has to get written permission. The public can just get verbal permission.

Ms. DeForest asked if the book clubs were allowed to take photographs of their group. Ms. McIntyre stated that if the image would be used for the website or newsletter written permission from each person in the photograph would be needed.

Ms. Olson asked if there were any other questions and if not she would entertain a motion to approve the updates to the Library Photography Policy.

Ms. Crist moved that the Great Falls Library Board of Trustees approve the changes to the Great Falls Public Library Photography policy as presented. 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.

### Summer Meeting Schedule

Ms. McIntyre stated that when the board approved the meeting schedule last time, it was decided to have a meeting in July, and no meeting in August. It has come to her attention that July isn't the best month to meet as people are unavailable. Ms. McIntyre is worried that we will not have a quorum in July. It was suggested that we revisit this issue at next month's meeting.

**XI. PUBLIC COMMENT**

No public comment.

**XII. ADJOURNMENT**

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

Ms. DeForest moved that the Great Falls Library Board of Trustees adjourn the meeting. 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.

Ms. Olson adjourned the meeting at 6:40 pm.