

Great Falls Public Library
Board of Trustees Board Meeting
Tuesday, May 25, 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. Anne Bulger (zoom), Ms. Jessica Crist, Ms. Susan McCord (zoom), and Ms. Whitney Olson (zoom)

BOARD MEMBERS ABSENT: Ms. Sam DeForest

EX OFFICIO BOARD MEMBERS PRESENT: Ms. Mary Moe – City of Great Falls Commissioner, and Mr. Don Ryan – Cascade County Commissioner

EX OFFICIO BOARD MEMBERS ABSENT:

STAFF PRESENT: Ms. Irene Meier, Ms. Susie McIntyre, Mr. Aaron Kueffler, and Ms. Shannon Smith

GUESTS PRESENT: Ms. Jill Baker - GFPL Foundation Director, Ms. Jenn Rowell – The Electric, Mr. Bill Tacke - GFPL Foundation Liaison, and 2 unnamed guests

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 that the Great Falls Public Library Board of Trustees approve the agenda approval items as presented. Ms. McCord seconded the motion. Ms. Olson opened for any board discussion or public comment. Ms. McIntyre added that the city added a special budget meeting for June 22nd from 4pm-6pm; the same time as the board meeting. Since Ms. McIntyre is required to attend, she has asked that a motion be added to the agenda to change the date of next month's board meeting. Ms. Olson asked if there was any other discussion, upon hearing none, Ms. Olson called for a vote. Motion passed unanimously.

At this time Ms. McIntyre asked Ms. Meier and Ms. Smith to give a brief overview of who they are, what they do, and how long they have worked at the library. Both Ms. Meier and Ms. Smith 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 2, section 3, paragraph 2, it says "Ms. Bulger moved..." Since Ms. Bulger was not in attendance it must have been someone else. Mr. Kueffler said he would look in his notes and add the correct person. On page 3, paragraph 6, it reads "... be more effective then several..." then should be than. On page 7, section 10, paragraph 1 "verbal" should be oral.

Ms. Bulger stated that on page 7, in the last paragraph it reads "...meet as people are on unavailable" the word "on" should be removed.

Ms. Bulger said it was nice to see that the numbers are rising on the statistical reports. Ms. McCord asked if this was where we expected to at this time. Ms. McIntyre stated that the numbers last month seem to be rising faster than expected; and she expects May to look a lot busier.

Ms. McCord asked if the traffic through the drive thru was expected or more. Ms. McIntyre said it has been what was expected. Ms. Olson asked if numbers were being kept on how many people use the drive thru. Ms. McIntyre said we are keeping monthly totals of patrons served through the drive thru. Ms. Bulger stated it would be nice to see those numbers in the statistical reports.

Ms. McCord asked for clarification on line item 33500 Coal Tax, on page 19. Ms. McIntyre stated that the name is misleading. Sometimes the revenue comes from the coal tax and sometimes from the general fund. We will continue to receive this revenue as long as we continue to attend the Pathfinder Federation meetings.

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. McCord 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. McCord 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 Library roof design work is mostly done. It is out to bid right now and bids will be opened on June 16th.

The bookmobile has arrived. Thank you to Public Works Department for help in modifying the garage. A ribbon cutting is planned for Thursday and Ms. McIntyre hopes everyone can attend.

Ms. McIntyre has been working with community groups around town regarding the broadband expansion. She will continue to meet with groups and provide information to the City Manager.

As part of the RFID project, we are planning a large shifting of materials on June 13th.

Website design and RFID contracts have been signed.

The AAUW/Friends of the Library sale went really well. They are now back on schedule and the AAUW will begin collecting books this summer for their big sale in the fall; the Friends of the Library sale will be next spring.

Job service is back in the library and will be providing assistance Tuesdays – Fridays from 2pm to 5pm.

Ms. McIntyre has a meeting with the Cascade County Commissioners tomorrow to discuss an update agreement. The last signed agreement is from 1979 and needs to be updated.

Ms. Olson asked if Ms. McIntyre could talk about the sign-up sheet for a ride along in the bookmobile. Ms. McIntyre explained that there is a sign-up sheet and a waiver that will need to be signed in order to have a ride along on the bookmobile. Currently Ms. Damyanovich is getting the new bookmobile set up and is not yet ready to offer a ride along.

Ms. Olson asked for an update on Ms. Wight's retirement. Ms. McIntyre informed us that Ms. Wight's retired on May 24th. The open position was advertised and we have received several submissions. We plan to interview next week and have someone hired as soon as possible.

Ms. Olson asked if a date had been set for the City Budget meetings. Ms. McIntyre will send out information when she receives it.

V. GFPL FOUNDATION REPORT

Mr. Tacke informed us that they have received good responses to the spring newsletter. Events coming up include 5 on Black on Tuesday, August 24th from 3-8pm and Raise a Pint night at the Mighty Mo is on Monday, October 11th. The foundation is also working on a non-profit night with the Great Falls Voyagers sometime in August. Summer Music in the Park is also coming up this summer.

The class that created the PSA's for the book mobile has created a Thank You PSA. It should be airing now.

A reminder that the bookmobile ribbon cutting is Thursday, everyone is invited.

On June 15th, the Foundation will be having a new member orientation and on the 21st will be the annual meeting.

VI. CHAIRMAN'S REPORT

Ms. Olson informed us that she attended the Pathfinder Federation meeting in place of Ms. DeForest last week. She informed us of some of the items discussed as well as renewing Ms. DeForest as representative for the Library. The Public Library Standards calendar was also discussed. They have changed the standards to be more people centric and what is achievable. This will result in changes on our standards calendar.

There was a report from the Montana State Library. They are revising the network advisory council which Ms. McIntyre is a member of. One project they are excited for is the Montana Memory Project. It would allow us to digitize some of the items in the Montana Room. They also talked about continuing education. The Directors Institute committee will be in Great Falls the end of August at the Ursuline Centre. Another project that was discussed is the Ready 2 Read program.

VII. BOARD REPORTS

Ms. Crist presented a report from the Naming Committee. She informed us that the Library Naming Committee has met twice since the last board meeting. In that time they have established ground rules for respectful communication. They have developed a set of questions to use with focus groups. They are developing a list of "can't miss" groups to engage with; and they hope to meet with two groups each month from June through September. They also plan to meet about every three weeks.

Ms. Bulger asked what the time frame was for presenting to the board. Ms. Crist said that the goal is to be finished by December. She also encouraged all board members to attend the meetings when the dates have been set.

VIII. PROPOSALS/COMMENTS FROM TRUSTEES

There was nothing to report.

IX. OLD BUSINESS

COVID-19

Ms. McIntyre updated us on the current COVID requirements and recommendations. Last week the libraries stopped requiring masks and have made them “Highly Recommended”. Volunteers are beginning to return to the Library, and we have reopened the second floor bathroom. Staff no longer has to fill out a daily health assessment questionnaire but they will need to stay home if they have any symptoms, and they will need a negative test or a doctor’s note to come back.

Ms. McIntyre cannot ask staff about their vaccination status. If staff has an exposure to COVID, she can only recommend that they talk to the City County Health Department and follow their guidance.

Biggest issue currently is if staff will need to continue wearing masks. The Library is currently the only department in the city that is being asked to wear masks. After talking with HR, we will need to tell staff that they do not need to wear masks. Ms. McIntyre asked for feedback from the board.

Ms. Bulger said that this is confusing for everyone and to trust the guidance from the City County Health Department.

Ms. McCord said it is a struggle. The building she works in is continuing to wear masks as a courtesy to everyone.

Ms. Crist reminded everyone that Cascade County has the highest rate within the state. She agrees with Ms. McCord that masks should be worn out of courtesy to others. She feels that masks should continue to be recommended.

Ms. Bulger added that staff should be allowed to do what makes them comfortable; if that means continuing to wear a mask then it should be allowed.

Ms. Moe stated that if HR says you cannot require masks then you shouldn’t.

Ms. McIntyre will inform staff tomorrow that they are no longer required to wear masks but they are highly recommended; and if a fellow staff member request social distancing you must respect that.

Ms. McIntyre also added that the extra two week COVID leave the city set up will end on June 30th.

Ms. Bulger asked Ms. Olson for her input on the situation. Ms. Olson stated that we must follow the guidance of HR regardless of personal feelings. Ms. Olson did voice a concern on the unhoused population still being required to wear masks and if they will continue to do so when visiting the Library. Ms. McIntyre said we are still recommending masks and providing masks for free to those that ask for one. Mr. Ryan informed Ms. McIntyre that the County has a supply of masks if the Library needs some.

Ms. McIntyre added that we are looking at expanding our hours. Starting June 28th, we will be open on Mondays from noon to 6pm, and on Tuesdays-Saturdays we will be open 10am-6pm. That will bring us up to 46 hours a week open. By the middle to end of July we should be back to our full hours open. Ms. Olson asked if the library had enough staff to cover the additional hours. Ms. McIntyre said we are not adequately staffed. In order to cover the shifts she and all the managers will need to be on the desk approximately 6-10 hours a week. Mr. Kueffler will need to be on about five hours a week, his position was not designed to do that; and Ms. Richmond will need to be on the desk between 5-10 hours a week as well. Ms. McIntyre stated that we need to get above the "open 50 hours a week" mark in order to qualify and meet the Public Library Standards. Ms. McIntyre will be asking for more staff in the above and beyond portion of the budget. We would like to do more engaging activities for our patrons, but right now everyone is pitching in to cover desk shifts.

Ms. Crist asked if we were the only library where the director works the desk. Ms. McIntyre said she was not sure, but assumes they would if needed. Her guess is that most do not have regular shifts.

Ms. Moe asked what portion of the staff is Union. Ms. McIntyre said the majority is.

X. NEW BUSINESS

Library Board Member Recommendation

Ms. Olson stated that Ms. DeForest was open to serving another term. She asked for a motion.

Ms. Bulger moved that the Great Falls Library Board of Trustees approve the recommendation that Ms. Sam DeForest serve another term on the library board. Ms. McCord seconded the motion. Ms. Olson opened for any board discussion or public

comment. Ms. Moe asked if there were any other applicants for the position. Ms. McIntyre stated that Ms. Artis informed her that if someone wanted to serve again they did not need to open it up for applications. Ms. Olson called for a vote. Motion passed unanimously.

Meeting Schedule

Ms. McIntyre is requesting that we move the June meeting so she can attend the special commission meeting on the 22nd. Ms. Olson asked what day Ms. McIntyre would like to move it to. Ms. McIntyre said it could be moved to the day after or to the week after. A discussion was had and it was decided that June 29th would work for most of the board to attend. Ms. Olson asked for a motion.

Ms. McCord moved that the Great Falls Library Board of Trustees approve the recommendation to move the June 22nd meeting to June 29th at 4:30pm. 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.

Ms. McIntyre asked for clarification on who would be able to attend a July meeting versus an August meeting. It was decided that most would be able to attend a July meeting. Since a July meeting is already scheduled and most can attend no motion to change this meeting date is needed. Ms. Bulger asked if we would permanently be moving the August meeting to July going forward. Ms. McIntyre stated that she would like to make this the standard moving forward.

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. Bulger 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 5:27 pm.