

**Great Falls Public Library
Board of Trustees Board Meeting
Tuesday, June 29, 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. Sam DeForest, and Ms. Whitney Olson (zoom)

BOARD MEMBERS ABSENT: Ms. Susan McCord

EX OFFICIO BOARD MEMBERS PRESENT:

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

STAFF PRESENT: Ms. Susie McIntyre, Mr. Aaron Kueffler, and Ms. Katie Richmond

GUESTS PRESENT: Ms. Jill Baker - GFPL Foundation Director, Mr. Bill Tacke - GFPL Foundation Liaison, and Ms. Cheryl Walker – general public

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

I. AGENDA APPROVAL

Ms. Bulger asked if anyone had 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 items as presented. Ms. DeForest seconded the motion. Ms. Bulger opened for any board discussion or public comment. Upon hearing none, Ms. Bulger called for a vote. Motion passed unanimously.

At this time Ms. McIntyre asked Ms. Richmond to give a brief overview of who she is, what she does at the library, and how long has she worked at the library. Ms. Richmond left the meeting after her introduction.

II. CONSENT AGENDA

Ms. Bulger 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 had a question on page 19 and page 21. The total for line item 371100 is different on each page. Ms. McIntyre informed us that the reports were run at different times and that is what caused the discrepancy.

Ms. Olson asked Ms. McIntyre to update the board on hiring, and who still needs to be hired. Ms. McIntyre informed us that we have hired for Kathy Wight's replacement. We did hire one and he went through the onboarding but then took a job someplace else. So we hired a new person and he is supposed to start on the 6th; his name is Daniel Bell. We will finally be fully staffed except for the fact that Steve our part time custodian has given notice. We are just having a really hard time keeping that position filled.

Ms. DeForest asked why it is so hard to fill. Ms. McIntyre said it was due to it being a part time position. When we did the interview last time, some of the candidates mentioned that it was a way to get a foot in the door for a full time position within the City. That's what happened to our last person and then Steve who has done wonderful work had 2 part time jobs and his other part time job offered him a full time position. We had someone that worked here as a 29 hour week custodial position for 26 years. It worked for him, he had different health coverage and he liked working part time and it worked great for him. Since he left it has been very hard for us to keep that position filled. Ideally we would make it a full time position because there's enough work for 2 full time people. But we don't have the money for that. So we are just going to try again to hire and hopefully we'll eventually get somebody.

Ms. Olson asked how the other city departments handle their 29 hour positions. Ms. McIntyre stated that it really depends on the Department. Park and Rec. hires part time temporary people and they are currently down 8 positions for their summer staff. They are struggling and parks aren't getting mowed and stuff isn't happening and they're trying to make it work. Most of the other departments don't do a lot of part time hiring. Ms. McIntyre also stated that if she could afford to do full time she would and that is one of our budget issues that we need to take a look at.

Ms. DeForest asked if we could combine two part time positions, a custodial here and one in Park and Rec. and make it full time, but they work in two different departments. Ms. McIntyre said she has brought up that idea but nobody is interested in doing that with us.

Ms. Crist asked if it would be possible to sign on with a cleaning service or possibly with Easter Seals who provides workers for certain cleaning. Ms. McIntyre said that we had looked into that, but we had some concerns such as accountability and we would have to give keys that could possibly be given to multiple people.

Ms. Bulger asked if there were any more comments or changes. Ms. DeForest informed us of a typo on page 6. In the last paragraph, it should say Ms. Sam DeForest not Ms. Same DeForest. Also, on page 7 first paragraph sated should be stated.

Ms. Bulger asked if there were any more changes or discussion. Upon hearing none she asked for a motion.

Ms. Crist moved that the Great Falls Library Board of Trustees approves the consent agenda as presented. Ms. Bulger seconded the motion. Ms. Bulger opened for any board discussion or public comment. Upon hearing none she called for a vote. Motion passed unanimously.

III. OPERATING VOUCHERS

Ms. Bulger asked if there were any questions or comments from the committee regarding the operating vouchers on pages 25-28. Upon hearing none she asked for a motion.

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

IV. DIRECTOR'S REPORT

Ms. McIntyre was happy to report that we received a bid for under \$260,000.00 for the roof project. She has written the Commission agenda report and it will be on the consent agenda for the July 6th meeting of the Commission. She has no reason to think it won't be approved and then we will move forward with the project.

Ms. McIntyre thanked all of the volunteers who helped with the shifting of the materials. It looks fantastic. It opens up the lobby and searching for new books and Grab and Go books is much easier

Ms. McIntyre has been in communications with the County Commissioners regarding an updated Inter-local agreement. The service area population of Great Falls is about 55,000 in the county but outside of Great Falls are about 22,000. The service population area of the Wedsworth Public Library in Cascade is about 1500 and a Belt is about 1500. Currently we get about 67% of the county taxes but we serve 90% of the county. Ms. McIntyre has offered the option of the library becoming a main branch with Wedsworth and Belt becoming branches but Wedsworth and Belt are not interested at this time.

This year there were two work sessions with the City Commission for FY22 budget. Ms. McIntyre thanked the board for changing the date of this meeting so she could attend the sessions last week. We have enough funds in our budget for us to hire a 29 hour a week library specialist, in addition to our regular staff. In addition to that, Ms. McIntyre has asked for a full time library specialist, and a part time library clerk in the above and beyond section of the budget. The city manager did not recommend any of those to the

City Commission. There was a misunderstanding regarding the above and beyond. Any new employees have to be asked for in the above and beyond, even if your budget supports it. The 29 hour per week person that we have budgeted for missed the above and beyond deadline so it was not considered by the city manager. Ms. McIntyre has requested one on one meeting with the City Manager to try to get approval without waiting another month. If the City Manager doesn't agree to a one on one meeting, we will have to wait until August to see if we can do a budget amendment.

The library did take a big hit in its internal service charges. The library has no say over our internal service charges. The City tells us what they are going to be. We pay the fiscal department for the services that they provide us and we pay human resources for the services that they provide us. Our human resources internal service charge went up by 69% this year; a \$15,000 increase that we have to absorb with no extra money.

Ms. DeForest asked if all the city departments had that increase. Ms. McIntyre said Yes, every single department that pays internal service charges had a 69% increase in their human resources charge.

Ms. McIntyre stated that in addition to the internal service increase, the unions have negotiated higher cost of living increases, about 4%. So our salary costs will go up. Non-union staff don't get to negotiate and will be receiving a merit based pay increase.

The Library is in the process of an email service provider transition. The goal is to have it switched over by early July. This will result in an increase to our budget. The previous provider has donated the service free of charge but due to the City's new record retention requirements the provider could not provide the required compliance. We will be switching to G Suites, which is a global product that meets the necessary compliance.

Every summer the library receives complaints from our neighbors about people sleeping in the library park. We are going to be making signs that say Library Park is closed Dusk to Daylight. The city manager has requested that we do that. Public Works will be making us two signs and we'll get them posted.

The Library has been talking with other city departments regarding a permanent story walk. The idea is to put in permanent metal posts with Plexiglas where we can slide in different stories. It will have about 40 of the permanent posts and go from the library park, across the street and then turn the corner and go to Gibson Park and around the flowers. Sometimes the story will go from Gibson to the library, and sometimes it will go from library to Gibson Park. This will be a relatively expensive project for us, so we will probably request that it be a foundation approved project.

Our expanded hours started June 28th. Yesterday was our first Monday and we had almost 250 people in the building. We have the shortest hours on Mondays. Six days a

week is hard to staff because all of our people need two days off in a row. We are getting it worked out and will be much better when we get a replacement hired.

Ms. McIntyre stated that an updated strategic plan is in the board packet and she is happy to answer any questions.

Ms. Olson asked if the manager hours on the desk will go down when the new library specialist is hired. Ms. McIntyre stated that the hours will go down slightly, but we are still not at our 50 plus hours of being open. The new specialist will help, but the managers will still be required to cover the desk. Ms. McIntyre also stated that she is hopeful that we will get approval from the city to hire an additional 29 hour a week clerk.

Ms. DeForest asked how hard it will be to fill a 29 hour position if the library gets the green light from the city. Ms. McIntyre stated that it tends to be hit and miss, and we'll really push it, but the part time positions are harder to fill.

V. GFPL FOUNDATION REPORT

Mr. Tacke informed us that the annual meeting was held last week. Ms. Jane Newmack will continue to be president and Ms. Sue Warren will now be vice president. Carrie Jensen will continue as secretary, and he will continue to be the library liaison.

During the meeting they had a discussion about the situation that Liberty faces in regards to the staffing and how that compares to other libraries in the state. The role of the foundation is offer financial support to the library for things that the city would not necessarily be able to cover but certainly not the day-to-day needs to staffing.

The foundation wants to continue to educate the community and focus on how our community is viewed by those who look at other communities in the state. We have a wonderful library, but also recognize the limitations that limited staffing brings. The foundation feels there is strong support for the library in the community, but maybe not as much awareness in the community of the barriers that are faced to provide good services. One suggestion was to rally support for the library. It is all about timing and what we would be rallying for, and how to bring about awareness.

The foundation continues to be excited about the new bookmobile. It was exciting to see the bookmobile at the Juneteenth celebration and to see all the new books on the shelves.

Fund raising this summer includes the Five on Black restaurant on August 24th. Ms. Baker is working on securing an evening at the Voyager's baseball game to bring awareness to the foundation. The Summer Music in the Park is scheduled with 6

performances and the Raise-a-Pint night at the Mighty Mo is scheduled for October 11th from 5p-8p.

Ms. Baker added that the date for the foundation picnic is August 18th and it will be held at Ms. Newmack's house. Ms. Baker will send out more information in an email.

Ms. Crist asked how many library card sign ups we had on the bookmobile during the Juneteenth celebration. Ms. McIntyre was unsure the actual amount but will find out.

VI. CHAIRMAN'S REPORT

Ms. Olson had nothing to report.

VII. BOARD REPORTS

Ms. Bulger stated that the foundation was dismayed that the library was not able to get funding for another employee. She stated that Mr. Tacke reported to the foundation how many more hours each of the Big Six libraries are open and how many more employees they have. This was good information for the foundation to know. The members of the foundation were coming up with different ways they may be able to help.

Ms. Olson asked how many other city departments have foundations. Ms. McIntyre stated that the Park Department does. She believes the Fire and Police Departments also have foundations but she is unsure what they fund but will look into finding out.

Ms. Bulger asked if there were any other reports? Ms. Crist said she had one from the library naming committee.

Ms. Crist stated that the library naming committee has met several times. They have identified the questions that they want to bring to the focus groups that they are engaging with. They have also identified the groups that they want to engage with. The list of about 500 groups were put into categories, youth related, senior etc.

Beginning tomorrow at noon, the naming committee will its first focus group at the Senior Citizen Center followed by the LGBTQ community here at the library the next day. The committee is close to getting a date with Malmstrom with some airmen from there.

Other focus groups are planned for the next couple of months, including meeting with black community, the Native American community, the business community, youth advocates, parent groups etc.

The committee has a diverse group and after having difficulty finding times to meet they finally have had a couple of meetings. The committee members include herself, Jill Baker, Marcus Collins, Susie McIntyre, Mary Sheehy Moe, Hannah Pate, Bill Tacke and Mitch Tropila.

In addition to these focus groups that we're meeting with there have been some opportunities to put out questionnaires when groups have met in the community. There will be more of that at the library and on social media. Ms. McIntyre has gotten a couple of trained facilitators who will be facilitating many of our group meetings when they're available.

VIII. PROPOSALS/COMMENTS FROM TRUSTEES

There was nothing to report.

IX. OLD BUSINESS

COVID-19

Ms. McIntyre did not have much to add regarding COVID-19. She stated that the library is moving back to more business as usual. We have had some outdoor, in-person programming. We will begin inside, in-person programming in July. Ms. McIntyre stated that she is continuing to monitor what the Cascade County Health Department is saying and following all their guidelines.

The transition from requiring masks to just recommending masks has gone well and she is continuing to encourage staff to get vaccinated.

X. NEW BUSINESS

There was nothing to report.

XI. PUBLIC COMMENT

Ms. Bulger asked if there was any public comment.

Ms. Cheryl Walker stated that she has been a resident of Great Falls since around 2014 or 2015. She stated that she appreciated the opportunity to ask a question at this meeting.

Ms. Walker proceeded to ask, as far as the reference points when the library is addressing services for our patrons, is it the patrons that are the focus and everything is built around them, or is the service of products provided that are.

Ms. Walker thanked the board for entertaining her question.

The board thanked Ms. Walker for attending.

XII. ADJOURNMENT

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

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

Ms. Bulger adjourned the meeting at 5:46 pm.