

**Great Falls Public Library
Board of Trustees Board Meeting
Tuesday, October 26, 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, Ms. Jessica Crist, Ms. Sam DeForest, Ms. Susan McCord (via zoom) and Ms. Whitney Olson.

BOARD MEMBERS ABSENT:

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

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

STAFF PRESENT: Ms. Sara Linder-Parkenson, Ms. Susie McIntyre, and Mr. Aaron Kueffler

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

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. If not, she would entertain a motion.

Ms. DeForest moved that the Great Falls Public Library Board of Trustees approve the agenda items 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.

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

II. CONSENT AGENDA

Ms. Olson asked if there were any questions or comments from the committee regarding the consent agenda items on pages 1-20, and the personnel reports on page 25.

Ms. Bulger noted that her name was misspelled on page three.

A discussion was had regarding the current formatting of the board minutes.

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

Ms. Bulger moved that the Great Falls Library Board of Trustees approves 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 21-24. 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. Olson 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 presented a quick recap of her Director's report. Ms. McIntyre did add that due to staff illness, the RFID project is behind schedule.

V. GFPL FOUNDATION REPORT

Mr. Tacke informed us that the Raise-a-pint night was well attended. The Fall newsletter will be going out soon as well as the Book-A-Thon letters.

VI. CHAIRMAN'S REPORT

Ms. Olson stated that she attended the Raise-a-pint night and agreed it was well attended.

VII. BOARD REPORTS

Ms. Crist gave a report on the library naming committee. She stated that the library naming committee met last week and reviewed the focus groups they held. The committee is working on a report with a recommendation for the board. They plan to present it at the December board meeting.

It was discussed and decided that the report will be presented first, and a vote from the board will be made the following month.

Ms. DeForest mentioned that she has attended two book clubs and will be attending a pathfinder meeting later this week.

VIII. PROPOSALS/COMMENTS FROM TRUSTEES

Nothing was reported.

IX. OLD BUSINESS

COVID-19

Ms. McIntyre stated that the library is continuing to encourage staff to wear masks and get vaccinated. If staff have any symptoms they need to stay home and get tested. With staff currently out sick, the library has had to streamline its services due to staff shortage.

Ms. Crist thanked the staff for all their hard work during this time.

LIBRARY STANDARDS

Ms. McIntyre informed everyone that Collection Development Policy needs to be reviewed every three years. Ms. McIntyre went over the various adjustments and changes that have been made to the policy.

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

Ms. McIntyre indicated that next month will be a review of the Great Falls Library Policy Manual. Due to all the updates that are needed in the policy manual, Ms. McIntyre suggested that the manual be presented as a new manual and not an updated one. Ms. McIntyre gave examples of what updates are being made. Ms. Crist asked that any significant changes be highlighted.

LIBRARY FUNDING

Ms. Olson indicated that the board attended training. Ms. McIntyre has completed and released an RFP for the master plan. Ms. McIntyre recommended that a masterplan committee be created to review the submitted RFPs. Ms. Olson asked if anyone had objections to a committee being formed. No objections were given.

X. NEW BUSINESS

KATHY'S CORNER

Ms. Olson asked if there were any questions regarding the naming of Kathy's Corner, upon hearing none she would entertain a motion.

Ms. McCord moved that the Great Falls Library Board of Trustees approves the Kathy's Corner naming proposal as presented. Ms. Crist seconded the motion. Ms. Olson opened for any board discussion or public comment. Upon hearing none she called for a vote. Motion passed unanimously.

SELF-HELP LAW CLINIC LEASE

Ms. McIntyre gave a quick overview of the Self-Help Law Clinic and their request to lease an office in the library. Ms. McIntyre is asking for permission to negotiate a lease with the Self-Help Law Clinic.

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

Ms. McCord moved that the Great Falls Library Board of Trustees approves the negotiation of a lease with the Self-Help Law Clinic as presented. Ms. Crist seconded the motion. Ms. Olson opened for any board discussion or public comment. Upon hearing none she called for a vote. Motion passed unanimously.

XI. PUBLIC COMMENT

Mr. Irving took the opportunity to inform the board the Ms. McIntyre has been doing a wonderful job. Mr. Irvine has noticed that Ms. McIntyre puts in a lot of desk hours. He encourages the board to find funding to hire more staff so Ms. McIntyre can focus on being the Director.

Ms. Olson thanked Mr. Irving for his comments.

XII. ADJOURNMENT

Ms. Olson 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. 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. Olson adjourned the meeting at 5:58 pm.