

**Great Falls Public Library**  
**Board of Trustees Board Meeting**  
**Tuesday, September 28, 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. Sam DeForest, Ms. Susan McCord and Ms. Whitney Olson.

BOARD MEMBERS ABSENT: Ms. Jessica Crist

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

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

STAFF PRESENT: Mr. Jesse Jackman, Ms. Heather Hayes, Ms. Susie McIntyre, and Mr. Aaron Kueffler

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

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

At this time Ms. McIntyre asked Ms. Hayes and Mr. Jackman to give a brief overview of who they are, what they do at the library, and how long they have worked at the library. Ms. Hayes and Mr. Jackman 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 1-32, and the personnel reports on pages 41 and 42.

Ms. Bulger noted grammatical errors that need fixed.

Ms. Olson asked Ms. McIntyre for an updated organizational chart in next month's board packet.

Ms. Olson read grammatical errors for the notes that she received by email from Ms. Crist.

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

Ms. DeForest moved that the Great Falls Library Board of Trustees approves 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 33-40. 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. 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.

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

Ms. McIntyre presented a quick recap of her Director's report.

Ms. Bulger asked Ms. McIntyre how she felt about the Downtown Safety Plan. Ms. McIntyre said that it had been updated, and that the Library has committed to provide ways to educate the community on the Safety Plan.

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

Mr. Tacke informed us that the foundation met yesterday. Fundraising has gone well. Next up is raise a pint night on October 11<sup>th</sup>.

The Book-A-Thon campaign is planning is underway as well as a possible spring fundraiser.

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

Ms. Olson had nothing to report.

## **VII. BOARD REPORTS**

Ms. Olson informed us that Ms. Crist emailed her a naming committee report. The Naming committee will meeting in Mid-October to discuss the results acquired from the various focus groups. An online survey is giving the general public an opportunity to weigh in on the possible name change as well.

Ms. DeForest mentioned that she had attended the Buffalo Jump talk as well as the Big River Ruckus event. She has also attended the Saturday Book club and is looking forward to Tuesday's night's book club.

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

Ms. Bluger asked that we indicate Ms. Mora or Ms. Wight when discussing the memorials so it does not becoming confusing.

## **IX. OLD BUSINESS**

### COVID-19

Ms. McIntyre said there is concern with the recent uptick in COVID cases but we are just carrying on with what we have been doing.

### LIBRARY STANDARDS

Ms. McIntyre informed everyone that nothing was on the calendar for this month.

### LIBRARY FUNDING

Ms. McIntyre recapped the current library funding needs and the different avenues she is currently pursuing.

## **X. NEW BUSINESS**

### LIBRARY MASTER PLAN

Ms. McIntyre began a discussion on the Library Master Plan information included in the board packet. This plan would focus on maximizing the current library space as well as acquiring community input on what the community "wants" from the library.

Ms. McIntyre recommends that a professional firm be hired to research the Master Plan. A draft of a proposed RFP is in the board packet for the boards review.

The board indicated their support of hiring a professional firm and indicated that Ms. McIntyre may move forward with the RFPs.

### ELECTION OF OFFICERS

Ms. McIntyre gave a quick overview of current officers and past practices in electing officers.

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 re-elect Ms. Olson as Chair and Ms. Bulger as Vice-Chair. 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.

### **XI. PUBLIC COMMENT**

Ms. Olson asked if there was any 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. McCord 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 5:59 pm.