

**Great Falls Public Library
Board of Trustees Board Meeting
Tuesday, May 26, 2020
Great Falls Public Library - Cordingley Room in Library basement
4:30 p.m.**

BOARD MEMBERS PRESENT: Ms. Anne Bulger, Mr. Mitch Tropila, Ms. Whitney Olson, Ms. Sam DeForest and Ms. Susan McCord

BOARD MEMBERS ABSENT: None

EX OFFICIO BOARD MEMBERS PRESENT: Ms. Jane Weber

EX OFFICIO BOARD MEMBERS ABSENT: Mr. Owen Robinson

STAFF PRESENT: Ms. Susie McIntyre and Mr. Aaron Kueffler

GUESTS PRESENT: Ms. Debbie Kuntz - GFPL Foundation Liaison; Ms. Jenn Rowell - The Electric

Mr. Tropila called the meeting to order at 4:30 pm.

I. AGENDA APPROVAL

Mr. Tropila asked if anyone had anything to add or remove from the agenda approval. Upon hearing none he asked for a motion to approve the agenda.

Ms. Olson moved to approve the agenda as presented. Ms. DeForest seconded the motion. Mr. Tropila opened for any board discussion or public comment. Upon hearing none Mr. Tropila called for a vote. Motion passed unanimously.

II. CONSENT AGENDA

Mr. Tropila asked if there were any questions or comments from the committee regarding the consent agenda items on pages 1-19, and the personnel report on page 24.

Ms. McCord thanked Ms. McIntyre for adding the comparable month to the stats. Ms. Bulger thanked Ms. McIntyre for adjusting the charts so they were not going off the page.

Ms. DeForest had a question on the income statement. She wondered if we anticipated seeing a revenue hit for this or next fiscal year due to COVID-19. Ms. McIntyre stated that it was highly likely. With the library closed to the public, we lost revenue from copy

machines, notary service and late fees. She also indicated that we have yet to receive the second payment from property taxes and that experts are expecting higher than usual delinquencies.

Ms. Bulger asked if Calumet's settlement was moved to September. Ms. McIntyre stated that it was her understanding that they were going to try to settle as soon as possible. Mr. Tropila asked if we had budgeted for Calumet's settlement. Ms. McIntyre stated that that money was never budgeted but whatever the Library received would just go into the library fund.

Ms. DeForest asked when we expected to see the impact of any delinquencies. Ms. Weber stated that the second half of property taxes are due at the end of the month and distributed in June. This is when we will be able to see the impact. Ms. Weber stated that most people pay the full amount in November so the second payment is always smaller. Mr. Tropila asked if we would have the totals by the next board meeting. Both Ms. McIntyre and Ms. Weber indicated that it would show on the July Income statement since the amount is distributed in the month of June.

Mr. Tropila asked if any expenses "jumped out" due to closing the library for two months. Ms. McIntyre stated that the plexiglass and the four hand sanitizer stations were the largest expense during those months.

Mr. Tropila asked if there were any other questions and if not he would entertain a motion to approve the consent agenda.

Ms. Bulger moved to approve the consent agenda as presented. Ms. McCord seconded the motion. Mr. Tropila opened for any board discussion or public comment. Upon hearing none Mr. Tropila called for a vote. Motion passed unanimously.

III. OPERATING VOUCHERS

Mr. Tropila asked if there were any questions on the Operating Vouchers on pages 20-23.

Mr. Tropila asked if there were any other questions and if not he would entertain a motion.

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

IV. DIRECTOR'S REPORT

Ms. McIntyre discussed what the library has been doing during the COVID-19 pandemic.

Ms. McIntyre gave kudos to the management team for all that they have done. Ms. McIntyre informed everyone that some staff used this time to work on their certifications from the Montana State Library. It was difficult for some staff to work from home. Staff used old laptops that the Library had. When Staff were allowed to return to the building, we began curbside service again. We have worked with the CCHD on appropriate standards before we opened to the public. Currently we will be open limited hours, and will slowly add hours as time progresses and we enter into the next stage.

Ms. McIntyre informed everyone that we were the first of the "big six" to open and she is curious to talk with the others as they open.

A brief discussion regarding the possibility of converting the back book drop into a drive up window.

Ms. McIntyre informed everyone that the new security cameras are installed. We have one camera mounted on the apartment building in order to see into the park area. We have had the building owner sign an agreement form.

Ms. McIntyre filled everyone in on what was planned in April for the Census. Due to the pandemic, none of the plans we completed. We have focused on other areas like coloring books for children, off site assistance in filling out the census, social media boosts, and a billboard.

The basement remodel is under way. The Great Falls Library Foundation gave money for the remodel.

We have the official quote for the new bookmobile. The purchase will be on the June 2nd city commission meeting. One of the features of the new bookmobile will be a hotspot. This will allow us to provide internet service to where ever the book mobile goes.

We currently have six applications for the board. They are included in the packet. Since the application deadline is not until June 8th, we will discuss more at the June meeting. It will be added as an agenda item for the board to review applications and vote on whom you recommend. This recommendation is presented to the city commission and they will vote on it.

The budget process was restricted this year due to the pandemic. The city has requested a flat budget be drafted. A draft of the budget is in your packet.

V. CHAIRMAN'S REPORT

Mr. Tropila wanted to say "Thank You" to Ms. McIntyre for keeping the board informed during this pandemic.

VI. BOARD REPORTS

Ms. DeForest participated in the pathfinder meeting via Zoom. Ms. DeForest filled us in on some of the items discussed. The next meeting is on October 22nd.

VII. PROPOSALS/COMMENTS FROM TRUSTEES

Ms. Weber wanted to let everyone know that the group Great Falls Rising will be hosting a zoom meeting this Thursday with speaker Patrick Barkey from the Bureau of Business and Economic research. Brett Doney of the Great Falls Development Authority will be speaking after. He will be answering questions if anyone is interested in attending.

VIII. GFPL FOUNDATION REPORT

Ms. Kuntz informed us that the Foundation is thrilled to see some of the projects they have funded are completed. Ms. Kuntz said the foundation is unsure how the pandemic will affect donations in the coming months.

Ms. Kuntz wanted to remind anyone that is not receiving the foundation focus newsletter to let her know so she can add you.

Ms. Kuntz informed us that the Foundation is thrilled to be part of the bookmobile project.

IX. OLD BUSINESS

Ms. Olson asked for an update on the slush fund. Ms. McIntyre said that the slush fund has been reconciled. It was discovered that we had unallocated money remaining in Foundation Approved Projects. It was decided that \$9,000 would go to the bookmobile and the remaining \$10,000 would remain in the fund for projects that may come in over budget.

Mr. Tropila asked if there was any old business to discuss. Hearing none, he moved on to New Business.

X. NEW BUSINESS

Eliminating Late Fines and forgiving existing late fines (Pages 50-51)

Ms. McIntyre asked if anyone had any questions. Once this is approved, we will set up our software to forgive current late fees and to not charge fees going forward. Ms. McCord asked how we were going to inform patrons with late fees. Ms. McIntyre said we are still figuring it out, but most likely, we will mail postcards.

Mr. Tropila asked if there were any other questions and if not he would entertain a motion.

Ms. DeForest moved that the Great Falls Library Board of Trustee approve elimination the charging of late fines as presented. Ms. Bulger seconded the motion. Mr. Tropila opened for any board discussion or public comment. Upon hearing none Mr. Tropila called for a vote. Motion passed unanimously.

Mr. Tropila asked if there were any other questions regarding forgiving existing late fines, if not he would entertain a motion.

Ms. McCord moved that the Great Falls Library Board of Trustee approve forgiving existing late fines as presented. Ms. DeForest seconded the motion. Mr. Tropila opened for any board discussion or public comment. Upon hearing none Mr. Tropila called for a vote. Motion passed unanimously.

XI. PUBLIC COMMENT

There was no other public comment.

XII. ADJOURNMENT

Mr. Tropila asked if there were any other questions. Upon hearing none, he adjourned the meeting.

Mr. Tropila adjourned the meeting at 5:50pm.