

**Great Falls Public Library**  
**Board of Trustees Board Meeting**  
**Tuesday, December 22, 2020**  
**Great Falls Public Library - Cordingley Room in Library basement**  
*(Virtual access to meeting was available upon request)*  
**4:30 p.m.**

BOARD MEMBERS PRESENT: Ms. Anne Bulger (via zoom), Ms. Sam DeForest, Ms. Susan McCord, and Ms. Whitney Olson

BOARD MEMBERS ABSENT:

EX OFFICIO BOARD MEMBERS PRESENT: Ms. Jane Weber (via zoom); Ms. Mary Moe (via zoom)

EX OFFICIO BOARD MEMBERS ABSENT:

STAFF PRESENT: Ms. Treva Higgins, Mr. Triston Kanode, Ms. Amy Truong (VISTA), Ms. Susie McIntyre, and Mr. Aaron Kueffler

GUESTS PRESENT: Mr. Bill Tacke - GFPL Foundation Liaison (via zoom), and Ms. Jenn Rowell - The Electric (via zoom)

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. DeForest moved to approve the agenda 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.

At this time Ms. McIntyre asked Ms. Higgins, Mr. Kanode and Ms. Truong to give a brief overview of who they are, what they do, and how long have they worked at the library. Ms. Higgins and Mr. Kanode left the meeting after their introduction.

**II. CONSENT AGENDA**

Ms. Olson asked if there were any questions or comments from the committee regarding the consent agenda items on pages 1-22, and the personnel report on page 27.

Ms. Bulger asked if we knew the percentage of groups checking out the Hot Spots. Are they Young Adults? Ms. McIntyre stated that we do not track that information. We may create a questionnaire that can be filled out when people return the Hot Spots. This would allow us to collect some information. Ms. DeForest asked if we check out the Hot Spots to minors. Ms. McIntyre said we can only check out to minors if their parent has signed a permission form.

Ms. DeForest asked how the city accounting software is going. Ms. McIntyre said it has been challenging. The Income Statement is correct, but the expenses are still being recorded internally until the city system can generate reports. Ms. Olson asked if it will be an easy switch when the software is working, or will we have to enter in all the data. Mr. Kueffler said it should be an easy switch.

Ms. Bulger asked if Ms. McIntyre has had a chance to contact Ms. Crosby regarding the retainer proposal. Ms. McIntyre stated that she was contacting Ms. Sexe first to get an idea of what the city attorney can offer us. Ms. McIntyre did speak with Ms. Sexe last week but did not have the time to get it into the board packet. Ms. McIntyre will be reaching out to Ms. Crosby next and will have more information in the next board packet.

Ms. DeForest asked if the Revenue and Expense totals on page 20 were correct. Ms. McIntyre said that the revenue total is correct at 11%; but the expense total is more than 34%. The difference is due to the city account upgrade, not all expenses are in the old system where this income statement is generated from.

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. 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 23-26.

Ms. McCord had a question regarding the JETech amount on page 23. She asked if our chillers were brand new. Ms. McIntyre explained that we have two air handlers and one air conditioner. The basement air handler is new but the air conditioner and third floor air handler are not.

Ms. Olson asked if there were any other questions and if not she would entertain a motion to approve the operating vouchers.

Ms. McCord moved that the Great Falls Library Board of Trustee approve the claims and payroll 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.

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

Ms. McIntyre directed us to page 57. This is a breakdown of how the CARES grant money was spent. The drive through is fully operational now and we are waiting on the install of two outdoor hot spots. The benches in the front of the library have also generated positive feedback.

The basement flooding project is finally completed. We are still waiting on the final invoice. Ms. Olson asked if when the construction company got to the main pipe, was it what was expected. Ms. McIntyre said it was worse than was expected. It is thought that in 2009, when work was done on 2<sup>nd</sup> Avenue North, they did not correctly install the connection to the main and they bellied the pipe as well. Ms. McIntyre plans on writing a letter to the Montana Department of Transportation. They were the ones to inspect the job and they should not have approved it.

Due to COVID, this was the first year that the board was not invited to the staff Christmas party. The staff had a tree decorating party and got together and watched a movie. Hopefully next year we can get back to normal and actually have a potluck meal.

In our strategic plan we indicated implementing an RFID inventory system. This will be a huge project. On page 61 of your packet is a proposed timeline of the project. Ms. McIntyre has already interviewed four different libraries across Montana regarding an RFID system and has reached out to several companies for quotes. First part of the project is the research; the second part will involve weeding the entire library. The third part is to do a major shift of library materials. A map of the proposed shift is on pages 59 and 60 of the board packet. For adults, the most checked out items are Grab and Go, New titles and the DVDs. These are all areas where we do not have the room to grow. The plan would involve moving all the audio and visual to the second floor and move the new books where the DVDs were and the Grab and Go where the audio books were on the first floor. This will give more room to grow and will bring more people to the second floor in hopes of getting more non-fiction check outs. This will also free up the area by the entry doors to install an automated materials handler. Some libraries have it installed in a glass area so patrons can see the books get sorted. Ms. Olson asked if the library had a number on how many books they want to keep. Ms. McIntyre expects the weeding to bring the library down to around 135,000 items; about 5,000 items weeded. We are going to be data driven in our decision of what gets kept. The condition, other resources and the amount of checkouts of the item will be a determining factor. Ms.

Olson asked if the move would take place one shelf at a time or just one big push. Ms. McIntyre stated it would be a big push on a weekend.

We are looking at expanding our internet speed. Joining the Montana Shared Catalog has caused an increase in our network traffic. Ms. Kegel has been working with our internet provider to upgrade our service. Since we have two networks, (Staff and Public) we will need to do some adjusting to divide the increased speed between the networks.

Shout Bomb is the new text service that we have. It does not replace our email or print notices, but will be an addition that people can sign up for.

We had our Grow with Google workshop. We were the first public library in Montana to do this partnership with Google. We partnered with the Great Falls Development Authority (GFDA) to do this workshop and we had 21 attendees. Ms. DeForest asked if we will be holding it again. Ms. McIntyre said yes. After the New Year we will be talking with the GFDA to see what other workshops we could host. In order to get a certified google trainer you need to have 50 people registered. So we may partner with other Montana Libraries to offer statewide workshops to reach the 50 registered requirement.

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

Mr. Tacke reminded us that Ms. Andre is retiring after 25 years of service and that that Ms. Baker's orientation has been going well over the last two months.

The bookmobile/Book-A-Thon campaign has been going very well. The combination of the two is over 150K so far. The next meeting is in January so Mr. Tacke will have more information by the next library board meeting.

Ms. McIntyre informed Mr. Tacke that the library staff has purchased a book and placed an "In Honor of" tag inside for Ms. Andre for her years of service. This book will go into our library collection. Ms. Olson asked Mr. Tacke to please relay our thanks to Ms. Andre for all her service to the foundation and library.

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

Ms. Olson talked about a fundraiser that the library could do in 2021 through FORD motor company. 150 people participated in Great Falls last year. Ms. Olson mentioned that it was a pilot program last year, and if they are allowed to do it again they would like to do one for the Foundation.

Ms. Olson discussed a video that was received from Ms. Tracy Cook. She encourages all the board to watch it; Ms. McIntyre will email the link.

#### **VII. BOARD REPORTS**

There was nothing to report.

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

Ms. Bulger wanted to take a few moments to reflect on everything that Ms. McIntyre has done throughout the year; the air handler replacement, basement flooding, boiler replacement, COVID protocols, the Montana Shared Catalog, no late fines, and the remodel of the basement meeting areas to name a few. None of these is a small projects. Ms. McIntyre has handled them all with grace. The board is so appreciative for what a fabulous job Ms. McIntyre has done. Ms. McIntyre said that the library has a great staff, and with all the ground work that the board put into the strategic plan we have been able to accomplish many things.

Ms. Weber asked if it would be appropriate for the board to send a letter to the city commission regarding Ms. McIntyre's performance. Ms. Olson asked if Ms. Bulger would write something up. Ms. Bulger said she would be happy to.

Ms. Moe encourages the library board and Ms. McIntyre to look at expanding what we are already doing, such as expending the wireless signal. Providing connectivity to the community is important. One piece of data that she has seen is that around 25% of the low income households in Great Falls do not have Wi-Fi connectivity. It is important for the library to continue providing these opportunities. Ms. McIntyre stated that an important part of the new bookmobile is that it will have a wireless hotspot installed.

## **IX. OLD BUSINESS**

### **COVID-19**

Ms. McIntyre reported that we are currently status quo. No staff is out sick or in quarantine. We still have one employee telecommuting. We are continuing to do what we have been doing. The CARES grant has helped a lot. We are excited that a vaccine has been approved. The library is looking at being a location where people can receive quality information about the vaccines. No big changes from last month.

Ms. DeForest asked where the library will stand if the new governor reverses the mask mandate in January. Ms. McIntyre stated that she has consulted with others. Since we had our mask policy in place before the governor issued the mask mandate, we can continue to require masks in the library. We will continue to require masks inside the library and provide them to people that do not have them. If there is a ruling that says we cannot require the masks, we will have to revisit it. If we cannot require masks and the library staff cannot get vaccinated then Ms. McIntyre will consider closing the library to the public. Ms. Olson asked Ms. Weber if she knew what other city or county office might do. Ms. Weber said that they have not had a board of health meeting since November, so she has no information to provide at this time.

## Library Standards Calendar

Ms. McIntyre stated that the board has nothing to review this month.

### Discussion to add attorney on an hourly retainer.

Ms. McIntyre has not gotten information from any private attorneys at this time. She has reached out to Ms. Sexe to clarify what she will need to ask attorneys. Ms. Sexe will research it more, but has been busy with the courts backed up. Ms. McIntyre said she should have more to report next month.

## **X. NEW BUSINESS**

### Discussion/Recommendation of GFPL Board Applicants

Ms. Olson informed us that two of the three applicants are still interested in the open position. This position is open due to Ms. Baker resigning. Ms. McIntyre stated that the person that fills the position will finish out Ms. Baker's term and then is eligible for two full terms after. A discussion was had regarding the two applicants.

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

Ms. McCord moved that the Great Falls Library Board of Trustees recommend Ms. Mary Lehman to the Great Falls City Commission for appointment to the Great Falls Public Library Board of Trustees. Ms. Bulger seconded the motion. Ms. Olson opened for any board discussion or public comment. Further discussion was had regarding the two applicants. The focus of the discussion was related to the term length. This position has the potential to last 14 years. Ms. Moe stated that this applicant is only applying to complete Ms. Baker's term of four years and we should not focus on the long term since the applicant would need to be reappointed at the end of Ms. Baker's term. Ms. Olson called for a vote. 1-Yea, 2-Nay were recorded. Motion did not pass.

Ms. Olson asked if there was another motion.

Ms. Bulger moved that the Great Falls Library Board of Trustees recommend Ms. Jessica Crist to the Great Falls City Commission for appointment to the Great Falls Public Library Board of Trustees. 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.

### Discussion regarding recommendation to rename library

Ms. Olson opened the floor for discussion. Ms. DeForest asked what it would mean for the library recognition; and Ms. Olson followed up asking what other libraries are known that don't have city or county in their name. Ms. McIntyre informed us that there are some libraries named after people in the State of Montana. Ms. McIntyre stated that she has great respect for Mr. Robinson and Ms. Jacobs but she has practical concerns with renaming the library; one being the branding that the library has spent many years promoting. Website, email addresses, signage, brochures, flyers and social media are just a few areas where our branding has been focused. Ms. McCord mentioned that renaming could make things very difficult. Ms. Bulger mentioned that we have the beautiful mural of Ms. Jacobs on the outside of the building. Ms. McIntyre said it would be easier to rename the Library Park after Ms. Jacobs. Ms. McIntyre suggests that we invite Mr. Robinson to come and give a presentation. Ms. Moe asked if the Library had a naming policy. Ms. McIntyre does not believe the library has one. Ms. Moe recommended that the library get one. Ms. McIntyre said she will research a naming policy to present to the board in January and invite Mr. Robinson to present at the February board meeting. Ms. McIntyre thanked Ms. Moe for the suggestion. Ms. Olson asked Mr. Tacke if the library should invite foundation members to this discussion since they are the Great Falls Library Foundation. Mr. Tacke said it was a good idea and would be worthwhile for the foundation to be part of the discussion. Mr. Tacke wondered if the library was able to change its name since it is part of the City. Ms. Moe wondered that as well and will look into it.

Ms. Olson asked if there was any additional discussion. Upon hearing none Ms. Olson wanted to thank Ms. Weber for all her support over the years. Ms. McIntyre took this opportunity to present a book to Ms. Weber that was purchased by the library staff. This book contains and "In Honor Of" book plate and will be added to our collection. The library staff is very grateful for your years of service and very thankful. Ms. Weber thanked everyone and said that it has been a pleasure being on the library board.

### **XI. PUBLIC COMMENT**

There was no other public comment.

### **XII. ADJOURNMENT**

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

Ms. McCord moved that the Great Falls Library Board of Trustees adjourn the meeting. 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.

Ms. Olson adjourned the meeting at 6:10 pm.