

**Great Falls Public Library
Board of Trustees
Tuesday, November 27, 2018
Great Falls Public Library, Montana Room
4:30 p.m.**

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

BOARD MEMBERS ABSENT: None

EX OFFICIO BOARD MEMBERS PRESENT: Ms. Jane Weber and Mr. Owen Robinson

STAFF PRESENT: Ms. Kathy Mora, Ms. Sara Linder-Parkinson, Ms. Susie McIntyre, Mr. Tim Carse and Ms. Katie Richmond

GUESTS PRESENT: Ms. Debbie Kuntz, GFPL Foundation Liaison

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

We had staff introductions at the beginning of the meeting. Mr. Carse and Ms. Richmond explained what positions they held at the Library and a description of their jobs. Mr. Carse left after his introduction and Ms. Richmond stayed until mid-way through the meeting.

I. AGENDA APPROVAL

It was requested that the Library Director Position be added to old business.

Mr. Tropila moved and Ms. DeForest seconded the motion to approve the agenda as presented. MOTION...passed unanimously.

II. CONSENT ITEMS

Mr. Tropila stated that on the previous minutes it states on the agenda approval that Mr. Tropila moved for the approval and that was not the case as he was not present at the meeting. Ms. Linder-Parkinson stated that she would make that correction.

Ms. Nowell advised that on page 3 in the second paragraph it should state and not ad. Correction was made.

Ms. Bulger stated that on page 39 it says hug and should be huge. Ms. Mora advised that a correction would not be made on this as it is from our partial staff meetings. They are not formal meetings and the minutes are more informational than anything else. She will ask staff in the future that we have the partial staff minutes proofread for corrections.

Mr. Tropila asked about the Coal tax and if this was a one-time amount and if the amount varies and Ms. Mora stated that this was a static amount and does not vary.

Ms. Kuntz asked that we make the correction on her name in the minutes. Her name is spelt Kuntz and in the minutes its states Kunz. Ms. Linder-Parkinson ensured that this correction would be made.

Mr. Tropila inquired about page 24 and the line labeled Improvements other than buildings; is this for the boiler replacement. Ms. Mora replied that it was.

Mr. Tropila moved and Ms. Bulger seconded the motion to approve the consent items with the above corrections. MOTION . . . passed unanimously.

III. OPERATING VOUCHERS

Mr. Tropila asked about the payment to Ingraham and to McKinstry and if this was part of the boiler replacement and Ms. Linder-Parkinson confirmed that it was. Ms. Mora pointed out that the \$11,600 for McKinstry was above and beyond the amount of the boiler replacement because that was a separate project. Mr. Tropila asked where it would be paid out of and Ms. Mora stated that it would also be in the line Improvements other than buildings.

Mr. Tropila inquired about the payroll and how we got the total of \$76,161.65. Ms. Linder-Parkinson replied that it includes all payroll items that are listed on page 22, the Income Statement.

Mr. Tropila asked if the payment to Ron Hall Sprinklers was for snow removal. Ms. Mora believes it is going well and it is different than our previous company because it is not based on inches of snow but on time they are working. Ms. Olson asked how the change was going and Ms. Linder-Parkinson stated that it seems to be going well. Ms. Linder-Parkinson clarified that the payment to Ron Hall that was on this month was not for snow removal but for winterizing our sprinklers.

Ms. Bulger moved and Mr. Tropila seconded the motion to approve the operating vouchers as presented. MOTION . . . passed unanimously.

IV. DIRECTOR'S REPORT

Ms. Mora stated that we have 3 new employees that have started or will be starting shortly. Mr. Carse and Ms. Richmond that you met this evening started last week and the Public Services Librarian, Ms. Cris Olguin will be starting on Monday, December 3, 2018. It was asked where she was moving here from and Ms. Mora replied Flagstaff, Arizona.

The revision of your Great Falls Public Library Board of Trustees Bylaws will be discussed later tonight and it is not big changes but more of a language update and removing reference to City code that is no longer valid.

Ms. Mora advised that Ms. Kinzler was going to be at this meeting, however, due to other agenda items this has been moved to January. Ms. Mora will make sure that the questions she has received will be forwarded to Ms. Kinzler to make sure that she can get everyone their answers. She did state that she has Ms. Olson's questions already but if others have questions please email them in.

On November 1, 2018, Ms. McFadden scheduled a family program with a Montana author, Rod Gottula. His story, "Double Not Half" was well attended and it was requested by the author that we live stream the event over Facebook. This was very successful and there are plans to do it again in the future.

All Board members will be receiving a copy of our 3 year review on The Great Falls Public Library Collection Development Policy. This will be emailed to everyone and then it will be put on the December agenda for discussion. Ms. Mora stated that she will send it out on Friday afternoon. It was asked if this was the same policy that Mr. Stephens talked about when he joined us for a meeting and Ms. Mora stated that it was.

Ms. Mora reminded everyone that the staff and volunteer holiday potluck lunch was going to be on Wednesday, December 12, 2018 at noon in the Cordingley Room and we hope to see you all there.

V. CHAIRMAN'S REPORT

Ms. Nowell reported on the Pathfinder Federation meeting that she and Ms. McIntyre attended. She handed out sticker and a paper that were received at the meeting for the Public Awareness campaign for the Montana State Library. The sticker is the logo for the campaign and if you would like more information the link for the campaign is on the paper she handed out. There is a lot of great information on this website and she hopes that you go out and take a look at it and watch the videos that were shot. A few of them were done here at the Great Falls Public Library. This campaign is to bring attention to libraries and what they do for our communities. Ms. DeForest asked how long the campaign was running and Ms. McIntyre replied that it is through the legislative session. Ms. Kuntz asked if these ads are running in conjunction with the other television ads for libraries and Ms. Nowell replied that she believes that they were.

Ms. Nowell explained that Ms. Jenny Stapp, the State Librarian, stated that the State Aide is being reactivated for Fiscal Year 2020 to Fiscal Year 2023. This should happen unless there are unforeseen circumstances. She stated that they have been told that the funding will be restored for all the positions that were cut at the State Library. Ms. Kuntz asked what the State Aide was and Ms. Mora explained that this was funding from the State that was stopped for the past 2 Fiscal Years. In Fiscal Year 2019 there was a loss of \$28,000 to our materials budget. Ms. Bulger asked what could happen with the funding. Ms. Mora stated that legislators could put forth a bill. Ms. Weber stated that normally when something like this sunsets it is dead. Ms. Mora stated that is normal but there was language in place that prevented that from being the case. Ms. Weber cautioned everyone to watch carefully. Ms. Mora replied that losing that funding caused us to decrease our materials budget by \$28,000 and then we asked the Foundation for the materials money. Ms. Weber asked if the Board ever goes to our legislators and Ms. Nowell stated the Montana Library Association does but our Board has not. Ms. Tropila explained that the Montana Library Association does have lobbyists that work for them. He stated that on this bill it was passed in 2013 and the funding was increased. It passed but had a 4 year sunset and that it is somehow connected to Senate Bill 261. Ms. Weber offered that if it is needed that they want an official from a municipality to go she would be happy to do that and would just need talking points. Ms. Richmond encouraged everyone to go to the website and there is information there for Board members and there is talking points that should be helpful. Ms. McIntyre stated that there would be a reception on February 5, 2019 in Helena. Mr. Tropila said that the Foundation was approached and advised of our request when the funding was lost in August of 2017. Ms. Kuntz verified that the amount was \$28,000 and Ms. Mora stated a little more but that was the amount of the funding that we lost. Mr. Tropila stated that he would get in touch with the lobbyists and then would let Ms. Weber know. She stated that Monday of next week would be great if that was possible for them.

Ms. Nowell stated that the afternoon session of the meeting they split up and she attended a session call Great Library Boards Make Great Libraries and she will put the information together and bring it to the next meeting.

VI. BOARD REPORTS

Mr. Tropila stated that he attended his Book Club and it was on "Home Place" and their treat was brownies with marshmallows. The book and the treat were both good as always. This is a very well attended book club.

VII. OLD BUSINESS

The board requested an update on the Library Director Job that was posted. Ms. Linder-Parkinson stated that there is not really an update. The job has been posted and is up for first review on November 30, 2018. She reminded everyone that Mr. Doyon stated that this may not be when the job closes and that he may keep it open longer.

Mr. Tropila asked Ms. McIntyre how it was going and she stated that the transfer of information is going well but she is not Interim Director until December 28, 2018.

Ms. Olson asked with all the positions that have recently been filled do we have any open positions at this point. Ms. Mora stated that we would discuss that later in this meeting.

Ms. Olson asked for an update on the boiler project. Ms. Mora said that it is still ongoing and they should be complete the end of December. They are doing a great job. They are currently working on running piping in the basement and the garage. In mid-December they are going to do the switchover. The new boiler is a beautiful piece of equipment. They are working Monday thru Thursday and although it is not normal today has been noisy. Ms. Weber asked if it has caused the Library to close and Ms. Mora stated that it has not. Ms. Tropila asked if any of this has changed the bid and Ms. Mora advised that it has not. There was a problem with the elevator and that will not affect it either. If they are under the bid then we will pay that price but if they are over the bid then they will eat the difference. They are paying Kone directly for the elevator repairs that were required. Ms. Weber asked if they go beyond December will they be penalized and Ms. Mora stated that they could but it was not something that she was seeing that would happen.

VIII. NEW BUSINESS

Ms. Mora started the discussion on the Library Board of Trustees By-laws Revision. She stated that again this was just a clean-up on language and taking out things that were cited that no longer were in existence. It referred to chapter 23 and this has changed so it should have been 56.

Ms. Olson moved and Ms. DeForest seconded the motion to approve the revision of the By-Laws as presented. MOTION . . . passed unanimously.

IX. PROPOSALS/COMMENTS FROM TRUSTEES

Mr. Tropila had a question on page 38 regarding the cancelled check that was received. He thought that this was a great story and asked if we have any plans for it. Ms. Mora stated that it was place with other artifacts and she is not sure of any plans.

Mr. Tropila inquired about the event with Mr. Shane Wing. Ms. McIntyre stated that he has come in and continually been abusive to staff. He has been kicked out enough times that we needed to have the matter addressed. Ms. Nowell asked if this was the first time that we have used this process and Ms. Mora said it is the second time. Ms. Olson asked if the Police were involved. Ms. McIntyre said that sometimes they are but not always. Ms. Mora stated that all staff is encouraged to call the Police if they feel they need to. Ms. Linder-Parkinson stated that in this instance they were involved to serve the paperwork. Ms. Kuntz asked if the scanners at the door are metal detectors and Ms. Mora stated no. Ms. Kuntz wondered if this was a concern. Ms. McIntyre stated that this weekend there was a man with a gun in the Library and quite often people with knives have to be told they cannot have them in the Library. So it is a concern yes. Ms. Weber stated that part of the problem is finding someone to man the metal detectors if you have them. Ms. Kuntz inquired because of shootings that occur. Ms. Weber stated that we can't live in created jails and we just need to be vigilant about being aware of our surroundings and circumstances. Ms. Kuntz asked if we have a shelter in place policy. Ms. Mora stated that we do and we have done some training but could use more because we have a difficult space.

Ms. Bulger asked Ms. McIntyre about Ms. McDunn saving her from the roof. Ms. McIntyre explained that she was escorting the McKinstry representative up to the roof and the workers that were in the building started to do their procedures for locking up at the end of the night. Thank goodness they had a phone and called to have someone let them in.

Ms. Bulger was very impressed with the graphs that Ms. Mora completed for the Board packet. She said that there were great improvements in so many areas and it is impressive to see. Ms. Mora stated that it was a combination of everything.

Mr. Tropila commented on the comment on page 38 where there has been an influx of Canadian coins. He thought that it was good to be aware of this problem.

Mr. Tropila found a comment on the partial staff notes on page 37 that he thought was funny. He sees that the shelf was ok but how about the little girl.

X. GFPL FOUNDATION REPORT

Ms. Kuntz stated that they had not met since our last meeting so there was not much to report.

There was a good turnout at the Mighty Mo for the Raise-A-Pint night.

Mr. Tropila asked when the next meeting was and Ms. Kuntz stated that it will be in January.

XI. PUBLIC COMMENT

None

XII. DISCUSSION OF LITIGATION FILED BY A LIBRARY EMPLOYEE

Mr. Tropila moved and Ms. Bulger seconded the motion to go in to Executive session. MOTION...passed unanimously.

[REDACTED]

[REDACTED]



Ms. Olson moved and Ms. Bulger seconded the motion to exit Executive session.
MOTION...passed unanimously.

XIII. ADJOURNMENT

Ms. Olson moved and Ms.DeForest seconded the motion that the meeting of the Great Falls Public Library Board of Trustees was adjourned. MOTION...passed unanimously

Meeting adjourned at 5:39