

**Great Falls Public Library  
Board of Trustees  
Tuesday February 26, 2019  
Great Falls Public Library, Montana Room  
4:30 p.m.**

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

BOARD MEMBERS ABSENT: Ms. Whitney Olson

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

STAFF PRESENT: Ms. Susie McIntyre

GUESTS PRESENT: Ms. Jane Newmack

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

I. AGENDA APPROVAL

The board approved the agenda as listed.

II. CONSENT AGENDA

Ms. Nowell pointed out that on the Minutes (page 3) from the last meeting; Ms. Olson is incorrectly listed as making a motion. It should be Ms. DeForest. Ms. McIntyre will make the correction.

Mr. Tropila inquired about page 14 and why salaries are only at 54% and why the salary cost for January was only \$74,890.25. Ms. McIntyre clarified that we are under on salaries due to vacancy savings. January salary costs were low because Aaron was still only at 5 hours for most of the month, Chelsea only started on January 23<sup>rd</sup> and the Library Director position is still open.

Mr. Tropila inquired about page 15 and why the maintenance agreements were spent at 93%. Ms. McIntyre clarified that we pay most of those bills in yearly or bi-yearly amounts.

Mr. Tropila moved and Ms. DeForest seconded the motion to approve the consent items as corrected. MOTION . . . passed unanimously.

III. OPERATING VOUCHERS

Ms. DeForest inquired about the amount for Ugrin. Ms. McIntyre replied that it was regarding what we went into Executive Session for previously.

An inquiry was made about the payment for Asbestos Air and whether or not it was included in the budgeted amount for the boiler project. Ms. McIntyre replied that it was part of the boiler project and that it was included in the budgeted amount for the boiler project.

Mr. Tropila inquired about the payment for TC Glass Repair. Ms. McIntyre replied that it was for the repair of the handicap accessible front door and included the replacement of an expensive part. We now have a sign on the door asking users not to force the door. There was another inquiry as to whether wind causes trouble with the doors. Ms. McIntyre replied that as far as she knew, it generally does not.

Ms. Bulger moved and Ms. DeForest seconded the motion to approve the operating vouchers. MOTION . . . passed unanimously.

#### IV. DIRECTOR'S REPORT

Ms. McIntyre stated that new employee Chelsea Hart was unable to make this meeting but would be present to introduce herself at the March meeting.

Ms. McIntyre spoke about the Ready2Read Reachout program. She explained that the program involves the creation of Story Time bags, recruitment and training of volunteers in the Ready2Read model and then the implementation of Story Time sessions out in the community. Ms. McIntyre and Ms. McFadden met with a representative from Wells Fargo who will work with us to request funding from Wells Fargo Community Giving to fund the Ready2Read Reachout program. Ms. McIntyre added information about the new Summer Read 6 program. Summer Read 6 is a program of the Great Falls Public School Foundation that provides free books to students through the summer. Library staff and the Bookmobile will be joining the GFPS Foundation during this program this summer.

Ms. McIntyre informed the board that the final bill for the boiler project has been received. Approval of the final payment is on the agenda for the next City Commission meeting. Ms. McIntyre then reviewed the reserve fund spreadsheet included in the board packet. The spreadsheet lays out the starting reserve balance for the year, the payments that been taken from the reserve fund and the estimated ending reserve fund balance for FY2019.

Ms. McIntyre reported on the Commission hearing regarding the one year trespass of Mr. Stone. Mr. Robinson gave his thoughts about the hearing. It was difficult to hear the circumstances of Mr. Stone, but the decision regarding upholding the trespass was not difficult. The safety of staff and the public are a priority. He was pleased that library staff was able to work with Mr. Stone to provide him with his library card so that he can access services online and send a representative to pick up materials. The board discussed the news article and comments included in the packet. The board asked questions about whether or not staff felt safe. Ms. McIntyre reported on some efforts that are being made to improve security. All new staff are receiving training on patron behavior and the patron behavior policy. Weekly public

services staff meetings have started and include discussion of patron issues and “autopsies” of incidents as warranted. Downtown officers have been doing more frequent walk throughs of the Library.

Ms. McIntyre express gratitude to the Friends of the Library for their recent funding support for several funding projects including \$1,000 for painting of the 2<sup>nd</sup> floor display space and 3 public elevator doors, \$475 for another yearly subscription of Kit Keeper, \$900 for a high quality tablet for our Public Relations Coordinator and \$1,200 to support the Summer Reading program. It was suggested that we consult with the Fire Department on the proper wording for the fire message on the elevator doors.

Ms. McIntyre also shared information about upcoming Friends donation days and the dates for the Spring Friends of the Library Book Sale. Donation Days are February 23, March 30, April 13 and April 27. Sale days are May 15 (Early Bird for Members only), May 16, May 18 and May 19 (sack sale).

Ms. DeForest inquired about how people can find out about all the events at the Library. Ms. McIntyre replied that a press release goes out each month and we attempt to have things listed in the Hot Ticket. We also list things on our website and social media accounts. Information is also distributed on our newsletter.

#### V. CHAIRMAN’S REPORT

Ms. Nowell handed out information regarding a Trustee Workshop to be held in Butte on Wednesday April 24<sup>th</sup>. She encouraged Trustees to consider attending. Ms. McIntyre stated that the Library could provide funds for training and travel. Ms. McIntyre will forward the information to Ms. Olson.

#### VI. BOARD REPORTS

Mr. Tropila reported that he attended the Library Legislative Day at the Capitol and that he has been following the budget/bills regarding the Montana State Library.

#### VII. OLD BUSINESS

None

#### VIII. NEW BUSINESS

Materials for the discussion of implementation of time limits for public comments were inadvertently not available for the Trustees. This issue was tabled for the next meeting.

#### IX. PROPOSALS/COMMENTS FROM TRUSTEES

Mr. Tropila wanted to thank Mrs. Newmack and the Foundation for their continued support of the Library.

The Board also sends greetings to Ms. Linder-Parkinson and wishes her speedy return to the Library.

There was a request that the Board receive the Board Packet of materials sooner so that they can be better prepared for the meeting. Ms. McIntyre will work with Ms. Linder-Parkinson to distribute the Board Packet earlier in the month.

X. GFPL FOUNDATION REPORT

Ms. Newmack reported that last year was the highest income ever for the Bookathon. This year will not match last year, but will probably be the second highest income year. The Foundation is looking at different ways to recognize bigger donors and to encourage estate planning. The Foundation is also working on publicity for the upcoming year. Jamie Ford is working on a newsletter article about the Bookmobile. Debbie Kuntz is doing well and is back in town. Ms. Newmack complimented the GFPL Board and stated how impressed she is on how well the GFPL Board runs.

XI. PUBLIC COMMENT

None

XII. ADJOURNMENT

Ms. Nowell adjourned the meeting at 5:48.

Mr. Tropila moved and Ms. DeForest seconded the motion to adjourn the meeting. MOTION . . . passed unanimously.

Some members of the Board participated in a tour of the new boiler after the meeting.