

**Great Falls Public Library  
Board of Trustees  
September 24, 2019  
Great Falls Public Library, Montana Room  
4:30 p.m.**

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

BOARD MEMBERS ABSENT: Ms. Whitney Olson

EX OFFICIO BOARD MEMBERS PRESENT: Mr. Owen Robinson

STAFF PRESENT: Ms. Susie McIntyre, Mr. Aaron Kueffler and Mr. Zeb Visocan

GUESTS PRESENT: None

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

Introduction was made for new library staff member Mr. Visocan.

I. AGENDA APPROVAL

There were several corrections that were necessary to make to the August 27<sup>th</sup> minutes. All corrections were made. The agenda was approved as amended.

II. CONSENT AGENDA

Ms. McCord inquired about the computer programing line item amount of \$47,510.00 being so close to the budgeted amount of \$52,500.00. Ms. McIntyre stated it was due to the SirsiDynix and the OCLC annual fees being paid in a lump sum.

Ms. McCord also inquired about the overdue book fines line item. Ms. McIntyre stated it was due to the Fine Free Fun Run, and that we are expecting to exceed the projected budget.

Ms. DeForest inquired about the water utility line item being at 30% of the budget. Ms. McIntyre informed her that it is due to the irrigation system running from June through August; and that it will drop after the system gets turned off.

Mr. Tropila asked if there was an update on the Calumet protest. Ms. McIntyre said information would not be available until February. Mr. Robinson informed everyone that 5-6 refineries in the state are part of it. Calumet has already paid into an escrow account, and depending on the outcome the funds will be distributed after February.

Mr. Tropila inquired about joining the shared catalog system and when the expense will show up. Ms. McIntyre stated that we have not yet started the application process and that the process is long. She is hopeful that next year we will not have SirsiDynix and only have the shared catalog. It is expected to render a savings of \$10-15K. Ms. Bulger asked how long the process will take. Ms. McIntyre stated that they are reopening the application process and we are waiting on the State Library. It is usually an 8-10 month process after that.

Ms. DeForest moved and Ms. McCord seconded the motion to approve the consent items as presented. MOTION . . . passed unanimously.

### III. OPERATING VOUCHERS

Ms. McIntyre clarified that page 20 was for the Library and page 21 was for the Library Foundation. Mr. Tropila asked that in the future that be indicated on the pages.

Ms. DeForest moved and Ms. McCord seconded the motion to approve the operating vouchers as presented. MOTION . . . passed unanimously.

### IV. DIRECTOR'S REPORT

Ms. McIntire began by talking about the 2<sup>nd</sup> floor reorganization. She offered to take anyone interested on a tour after the meeting, and encouraged everyone to take a look around. The goal is to improve the flow and quality of the nonfiction collection.

We had a weekend book moving party. Staff was here until midnight moving books and returned the next day to move more. Volunteers were also here helping. Not everything is done yet, but several chairs, tables and shelves have been moved. We will be moving an additional table for laptops/personal devices to the second floor as well as moving one of the copier/printer's closer to the computers. These are a few of the recommendations that came up in the survey. A special shout out to Mr. Miller who has been constructing and deconstructing the shelves and moving the heavier items where it was needed.

Regarding the basement flooding, Ms. McIntyre stated that she has a scope of work, but does not have any cost estimates yet. She is doing her best to follow city processes. We were hoping to be on the commission agenda for October 1<sup>st</sup>, but we did not meet the deadline. We would like to do a contract amendment with McKinstry, who is doing the air handlers in the basement. We still have standing water in the basement and need to get this fixed as soon as we can. It doesn't make sense to have a different company do the project since McKinstry will be working in the same areas for the air handler system. If we choose a different company, we will need to wait until the air handler project is completely done before the flooding issue can be tackled. Ms. McIntyre plans to have it on the commission agenda on October 15<sup>th</sup>.

Ms. McIntyre brought up a conflict between the commission meeting on the 15<sup>th</sup> and the planned strategic planning meeting the same day. Ms. McIntyre feels it is important for her to

be at the commission meeting to make sure that it passes. If it doesn't, she feels McKinstry will not be able to do the project in a timely manner. Ms. DeForest asked if this was the same project that they discussed before or if this was something new. Ms. McIntyre stated the Air Handler contract is set, this issue has to do with the drainage on the floor and from the pipe leading from the roof to the street. Ms. McIntyre has a cost estimate of \$100K. Mr. Robinson asked if it was going to be in the commissions consent agenda. Ms. McIntyre said yes. Mr. Robinson indicated that if Ms. McIntyre left during the strategic planning meeting she would not be gone long if she left and came back.

Mr. Tropila suggested we discuss the conflict in old business so we can get through the director's report.

Ms. McIntyre updated everyone on the status of the Monday opening. Ms. McIntyre passed out samples of the new brochure. The handouts will begin being handed out on October 7<sup>th</sup>. It is still being edited and will be ready by the due date. Monday opening information will be on our website and social media. We will also be taking ads out in the Tribune and the electric. Ms. DeForest suggested we add "free" to the meeting room section. Ms. McIntyre said that most cases using a room is free, but if someone charges for an event then the library charges a fee for the room use. Ms. McIntyre will look into the wording and see what will work.

On September 19<sup>th</sup>, the Library Foundation hosted a donor appreciation event. Ms. McIntyre thanked everyone who attended.

The Library Foundation board met on the 16<sup>th</sup>. We submitted requests for projects we would like them to fund. Information on funding requests is in your board packet. The Library foundation approved all requests. Ms. McIntyre was very appreciative of how the foundation handled their approval. They made sure to include in their minutes that none of the items asked for were capital improvements.

Summer reading has finished. It was a big success.

Ms. McIntyre indicated that the board packet includes a strategic planning update. Ms. McIntyre has presented to the County Commissioners, the library staff, a work session at the city commission and a presentation to the foundation board. She received good feedback from all.

Ms. McIntyre indicated that she had one additional item to add. She apologized that it did not get on the report in the board packet. MacMillan Publishing is changing how they are selling eBooks to libraries. Ms. McIntyre indicated that MacMillan doesn't actually sell to us, they just license to us. Ms. Rowell from the Electric did an article, and KFBB interviewed Ms. McIntyre on the subject. Ms. Bulger asked if this was related to the petition email Ms. McIntyre sent. Ms. McIntyre said yes, and that she wanted to bring it up if anyone had questions. Ms. McIntyre led the discussion on the MacMillan changes. Mr. Tropila asked that Ms. McIntyre keep the board

informed of the situation and any changes that come up. Ms. McIntyre urged everyone to sign the petition.

#### V. CHAIRMAN'S REPORT

Nothing to report

#### VI. BOARD REPORTS

Ms. Bulger gave a report on the Ice Cream Social donor appreciation event. She had the opportunity to chat with people she did not know. Everyone loved the library.

Ms. Bulger also indicated that she attended Ms. McIntyre's presentation to the County Commission. She found it interesting how each commissioner views the library. They like the library but not all use it.

Mr. Tropila thanked Ms. Bulger for being the Foundation Liaison.

#### VII. PROPOSALS/COMMENTS FROM TRUSTEES

#### VIII. GFPL FOUNDATION REPORT

Ms. Kuntz wanted to make sure it was clear that the expenses from the Ice Cream Social came out of money raised at the Music in the Part and not foundation funds. Book raffles brought in \$317.00.

The foundation will be doing their own strategic planning on October 7<sup>th</sup> and 14<sup>th</sup>. Both meetings will be at the First Interstate Bank on 10<sup>th</sup>. If anyone is interested in attending, please ask a Foundation member. Mr. Mark Willmarth will be facilitating.

Will be having a Raise a Pint on October 28<sup>th</sup>. Everyone is welcome to attend and bring friends.

The book-a-thon is underway. It is one of the main sources of funds for the foundation.

Mr. Steve Grout has been the foundations marketing chairperson for several years and the idea man behind a big event planned for 2021.

#### IX. OLD BUSINESS

A discussion continued regarding the scheduling of the strategic planning meeting and the commission meeting. Ms. McIntyre would like to find a way to attend both. Mr. Tropila asked if anyone had suggestions. Ms. McIntyre stated that the commission meeting does not start until 7pm. Ms. McIntyre said she could leave the strategic planning meeting at 7p and return when

she is done. Mr. Robinson reiterated that if it were on the commissions consent agenda Ms. McIntyre would want to be there if anyone has questions regarding it.

Ms. Bulger, Ms. DeForest and Ms. McIntyre wondered if the strategic meeting could run 4p-7p. Ms. McIntyre mentioned that she is unsure if Ms. Olson would be able to attend it held earlier.

Mr. Tropila suggested Ms. McIntyre send out another doodle poll with alternate dates and times. Ms. Bulger, Ms. DeForest and Ms. McCord all agree. Ms. McIntyre will send out alternate dates and contact Ms. Cook to coordinate times that work for her.

Ms. McIntyre asked if anyone had any questions regarding the survey or her power point presentation. Ms. DeForest noticed that the survey results focused on three issues; Open Hours, Parking and people hanging outside the doors. Ms. DeForest asked if that was up for discussion now or a later date. Mr. Tropila suggested we discuss later since some of the issues will be discussed during the strategic planning meeting. Ms. McIntyre will send the PowerPoint to the board to view. Ms. McCord noted she never had an issue with parking here. Ms. McIntyre stated it was the cost of parking that upset patrons. Ms. McIntyre also indicated that we split the profits from the paid parking so there is a potential to lose funds if we offered free parking.

Mr. Tropila asked if the parking issue could be on next month's board agenda as well as the continued discussion of strategic planning and the discussion of implementation of the time limits for public comments.

#### X. NEW BUSINESS

Ms. McIntyre explained that every October the board votes on the holiday schedule for the library. Last October the board voted with the assumption that the library would be open on Sunday and closed on Monday. With the hours changing October 7<sup>th</sup>, Veteran's Day is the only Holiday that has an issue this year. Ms. McIntyre would like to recommend to the board that we would close on Monday, November 11 for Veteran's Day.

Ms. DeForest moved and Ms. McCord seconded the motion to approve the Great Falls Public Library Board of Trustees amendment to the Holiday schedule as presented. MOTION . . . passed unanimously.

#### XI. PUBLIC COMMENT

None

Mr. Tropila wanted to let everyone know he will not be able to attend next month's board meeting. He will contact the vice chair, Ms. Olson, to make sure she can attend the meeting.

Ms. McIntyre has asked everyone to save the date for November 20<sup>th</sup> for the public screening and discussion of the movie "The Public". All staff has seen the movie and discussed it during their public services meeting. Ms. McCord asked what time it began. Ms. McIntyre stated that a time was not yet set but she would let everyone know.

Ms. Bulger took a moment to discuss a situation that had occurred during the ice cream social. Ms. DeForest asked if the new security cameras would have recorded this incident. Ms. McIntyre said yes and briefly discussed the planned placement of the cameras.

## XII. ADJOURNMENT

Mr. Tropila adjourned the meeting at 5:48 pm.