

**Great Falls Public Library  
Board of Trustees  
August 27, 2019  
Great Falls Public Library, Montana Room  
4:30 p.m.**

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

BOARD MEMBERS ABSENT: None

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

STAFF PRESENT: Ms. Susie McIntyre, Ms. Sara Linder-Parkinson and Mr. Aaron Kueffler

GUESTS PRESENT: Ms. Jenn Rowell, The Electric, Ms. Debbie Kuntz and Ms. Dea Nowell

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

Introductions were made for all new members of the Board.

**I. AGENDA APPROVAL**

There were several corrections that were necessary to make to the June 25<sup>th</sup> minutes. All corrections were made. The agenda was approved as amended.

**II. CONSENT AGENDA**

Mr. Tropila sent big kudos to Ms. McIntyre on the revenue being up and expenses being down. Great budget numbers.

Mr. Tropila inquired about dipping into reserves. Ms. McIntyre stated this was due to air handlers. We will be taking \$250,000 out of reserves and the city will be contributing \$65,000.

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

**III. OPERATING VOUCHERS**

No information requested.

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

#### IV. DIRECTOR'S REPORT

Ms. McIntire welcomed Mr. Kueffler to the meeting. He has accepted the position as Administrative Assistant. Mr. Kueffler and Ms. Linder-Parkinson are doing a great job of getting training done. Mr. Miller has been doing a wonderful job of keeping the building up and running. The part time custodian position has been filled and by the second week of September they should be in full swing with training.

The repairs to the recirculation pipes have been completed. A. T. Klemens removed and replaced the water recirculation pipes, and that cost us \$5,430.

The new book drops are in and look wonderful. Big thanks to the GPL Foundation for supporting this project. United Materials did the work on the concrete and will also be donating \$1,000. The old metal book carts were donated to the College of Great Falls-MSU welding program. Ms. Olson asked what it meant in the minutes that we were getting use to the new carts, and Ms. McIntyre stated she would show her after the meeting. The carts are wider than we are used to, so we had to learn to steer them better.

The City Commission approved replacement of the basement air handlers by McKinstry for \$315,000. We will take \$250,000 out of reserves and the city has allocated \$65,000 for this project as well.

Ms. McIntyre reported that we continue to work on the basement flooding issue. At this time there are no cost estimates for the repairs. McKinstry came in and pointed out that there are two separate problems; the storm drain pipe is not sealed and it is overflowing into the basement where there is bad weather and there is water seepage in the stairwell that will require us to put in special drains and sump pumps. When we have more information she will let you all know. Ms. Olson asked if there was Insurance coverage and Ms. McIntyre replied that she could approach the Montana Department of Transportation about this issue. She is presently weighing those options. Mr. Tropila asked what the time frame was for the repairs and Ms. McIntyre responded that the scope of work estimates the second week of September. Ms. Kuntz asked about the cement in the basement and Ms. McIntyre believes that it will be okay but they will be evaluating it when they are doing the repairs. Ms. Bulger asked about insurance and Ms. McIntyre replied we are self-insured so moving forward in this direction is the best option.

We will have two people leaving the library. One of them is at the end of August from the Public Services Reference desk and one is at the end of September from Tech Services. The management team has been discussing the best way to reorganize and deploy staff. She further discussed the changes which involve the following: Promoting one of our Library Clerks to a Library Specialist, the Library Clerk position in Public Services Circulation department will work 15 hours in Tech Services and 25 hours in Circulation, adding hours to the Library Specialist position in Kids Place and hiring a 29 hour library clerk to work in the Public Services department.

Ms. Bolger moved and Ms. DeForest seconded the motion to approve the staffing changes as presented. MOTION . . . passed unanimously.

Ms. McIntyre opened a discussion about changing the Library hours to being closed on Sundays and open on Mondays from 10:00am to 4:00pm. There is a proposed hour change in the board packet, she held a brief discussion and requested the board make a motion for hour changes.

Ms. Olson moved and Ms. DeForest seconded the motion to approve the hours change as presented. MOTION . . . passed unanimously.

On September 9<sup>th</sup> at 6:00pm you are all invited to attend the invitation only Ice Cream social event being put on by the GFPL Foundation. Ms. Kuntz stated this would be a great way for the community to meet the new Director.

Ms. McIntyre reported that we held our first annual Fine Fee Fun Run on August 3<sup>rd</sup>. There were 130 participants that walked laps at Gibson Park. The Friends of the Library donated \$3,000 and another \$257 was donated at the event by private parties. This allowed us to pay off fines for over 300 library card users, both children and adults. *Runners World* magazine is going to feature a story on the event and we will be doing it again.

We will be discussing the Strategic Plan during the old business section of this meeting. There are documents attached to the Board Packet that we will use at that time.

#### V. CHAIRMAN'S REPORT

Nothing to report

#### VI. BOARD REPORTS

Mr. Tropila thanked Ms. Linder-Parkinson for everything during her time as Administrative Assistant.

#### VII. OLD BUSINESS

A discussion on the Strategic Plan was started. Ms. McIntyre presented six examples of other organizations Strategic Plans. Ms. McIntyre wanted to show that there are multiple ways for a Strategic Plan to look and stated that we are currently in the data collection stage. Ms. McIntyre also stated that the current time line goals have not been met due to infrastructure obstacles but surveys have been sent out and responses have been coming in. Ms. McIntyre stated that the majority of returned responses are from women over 60 and that was the expected demographic result. Ms. McCord asked if the survey can be resent in a year with the goal of reaching a different demographic. The Board discussed starting strategic plan data collection. This should begin a year and a half before the new plan is created.

Ms. McIntyre informed everyone that she will be doing presentations on the strategic planning process to the City Commission, the County Commission, Library staff and the Library Foundation. Ms. McCord asked if Ms. McIntyre would like the board to be present for these presentations. Ms. McIntyre said everyone was welcome to come but not necessary at this point. Ms. McIntyre asked if the board wanted all the details of the surveys or just a general overview. It was decided that the board just wanted the take away results.

It was briefly discussed if the current mission and values statements should be changed as part of the Strategic Plan. It was decided that they are still solid and should remain as is.

It was discussed when a Strategic Plan meeting would be held. Ms. McIntyre will reach out to Ms. Tracy Cook to see if she would facilitate the meeting, if she agrees we will coordinate a time based on Ms. Cook's availability. Ms. McIntyre will send out a "Doodle" with available times and dates.

A brief discussion was had regarding the movie "The Public" by director Emilio Estevez. The Library will be hosting a public viewing of the movie with an open forum discussion afterwards. A date and time of the showing has not yet been determined.

#### VIII. NEW BUSINESS

Mr. Tropila opened discussion on appointment of Pathfinder Federation liaison. Ms. DeForest volunteered for the position.

Ms. Bulger moved and Ms. Olson seconded the motion to appoint Ms. DeForest to be the Pathfinder Federation liaison. MOTION . . . passed unanimously.

The discussion of the election of officers was opened. Mr. Tropila was nominated for position of board chair.

Ms. Olson moved and Ms. DeForest seconded the motion to appoint Mr. Tropila to the position of board chair. MOTION . . . passed unanimously.

Ms. Olson was nominated for the position of board vice chair.

Ms. Bulger moved and Ms. DeForest seconded the motion to appoint Ms. Olson to the position of board vice chair. MOTION . . . passed unanimously.

The discussion of the position of GPL Foundation liaison was held. Ms. Bulger was nominated for position of GPL Foundation liaison.

Ms. DeForest moved and Ms. Olson seconded the motion to appoint Ms. Bulger to the position of GPL Foundation liaison. MOTION . . . passed unanimously.

IX. PROPOSALS/COMMENTS FROM TRUSTEES

None

X. GPL FOUNDATION REPORT

Ms. Kuntz reported that the picnic was held at Ms. Newmack's house. It was a great party with good food.

Music in the Park was great fun this year. We held book raffles and raised almost \$300. Mr. Grout was able to get all the books donated.

The Ice Cream Social is September 9<sup>th</sup> and we hope everyone can attend.

The fall newsletter will be getting ready to go out soon. Please let us know if you would like to receive that.

Ms. Olson asked if there was any more on the big event and Ms. Kuntz replied we haven't met yet to discuss it. Ms. McIntyre stated one of the ideas was to have a big name author be in attendance for the Festival of the Book.

XI. PUBLIC COMMENT

None

XII. ADJOURNMENT

Mr. Tropila adjourned the meeting at 6:36 pm.