

**Great Falls Public Library  
Board of Trustees  
June 25, 2019  
Great Falls Public Library, Montana Room  
4:30 p.m.**

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

BOARD MEMBERS ABSENT: None

EX OFFICIO BOARD MEMBERS PRESENT: Ms. Jane Weber

STAFF PRESENT: Ms. Susie McIntyre, Ms. Sara Linder-Parkinson and Ms. Treva Higgins

GUESTS PRESENT: Ms. Jenn Rowell, The Electric and Ms. Debbie Kuntz, Great Falls Public Library Foundation Liaison

Ms. Nowell called the meeting to order at 4:33 pm.

There were introductions made by the Board and by Ms. Higgins. After introductions Ms. Higgins left the meeting.

I. AGENDA APPROVAL

It was pointed out that by the Great Falls Public Library Board By-Laws, the election of officers, appointment of Pathfinder liaison and appointment of GFPL Foundation liaison take place in August. These items will be removed from the agenda and will be moved to the next month's agenda. The agenda was approved as amended.

II. CONSENT AGENDA

Mr. Tropila stated that in the minutes under item VI the authors name should be spelt Marc. Ms. Linder-Parkinson stated that she would make that correction.

Mr. Tropila inquired about information on the income statement and he wanted to verify that he had the correction information with account numbers. Account number 31101 shows the 9 mills, 33800 is the money from the County and 38310 is the money that we receive from the General Fund.

Mr. Tropila wanted to take a look at our June numbers before the August meeting. He asked if we could contact him when the sheet is done. Ms. Linder-Parkinson stated that she would contact him when it was ready.

Ms. Olson asked what the large amount to Masco was for. Ms. Linder-Parkinson stated that it was for the floor extractor.

Ms. Bulger asked about the service charges and Ms. McIntyre replied that this amount is from the other City offices and is based on full time employees. There are some departments that charge us the total amount up front and some charge it out at a monthly fee. The departments that charge us fees are ones that do not receive funding from the general fund.

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

### III. OPERATING VOUCHERS

All questions were answered above.

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

### IV. DIRECTOR'S REPORT

Ms. McIntyre welcomed Ms. Susan McCord as the newest member of the Board of Trustees. She has been in and done orientation and a tour with Ms. Nowell and Ms. McIntyre. Ms. McCord is not with us this evening because she had a previously scheduled concert to attend.

Ms. Higgins was here tonight and she started as the Collection Development Librarian on June 3<sup>rd</sup>.

Ms. Linder-Parkinson started as the Public Services Librarian on June 12<sup>th</sup>. Her Administrative Assistant position just closed yesterday and we will be interviewing soon.

We are currently looking for bids to get the domestic hot water recirculation line repaired or replaced. We need to get at least 3 bids for the repair/replacement. We will need to dip into reserves for this project but it is necessary to get it done. As it is not a big job it's hard to get on the calendar with a plumbing company but we will get it done soon. The City has dedicated \$65,000 to go towards this project and the air handler replacement. We would like to move forward on the air handler project as well. The board members were in agreement that they felt these projects were important to get done.

The Friends of the Library had another successful book sale and they brought in \$5634.10 and they met Saturday to talk about a way to allocate those funds to the Great Falls Pubic Library. After much discussion they decided that they would like to put \$3000 towards a Fun Run that would assist in paying off patron fines if they walk. If someone wants to walk and have the money go towards any patron then we will start with our Juvenile patrons first and pay as many fines as we can. This event will be in conjunction with a program by Jennifer Pharr Davis in

August. Mr. Tropila asked whose idea this was and Ms. McIntyre replied that Ms. Richmond came up with the idea and plan. Ms. Weber suggested getting in touch with Kim at United Way and perhaps Get Fit Great Falls may want to get involved with this program.

The annual library picnic will be on August 20, 2019 at 6pm and will again be sponsored by the Friends of the Great Falls Public Library. The music of Wilson & McKee will start at 7pm. This will end the summer music series this summer.

We will talk more about the changes to the Display and Distribution of Free Products and Community Exhibits and Displays later in the meeting as it is on the agenda.

We are happy that we have a volunteer that has come to us from the Local Area Council meetings that Ms. McIntyre has been attending. Ms. Jodi McClean-Niemery is an LCPC that approached Ms. McIntyre about being available in times when there are patrons that may need some assistance. This would not include acute situations that need immediate attention but more someone having a bad day that needs to talk to someone to work through it. We have contacted her once already for a situation and it proved to be very helpful. Thank you Ms. Weber for the invite to the LAC Meetings, as it helped in making a great connection.

The City Attorney, Ms. Sexe, City Manager, Mr. Doyon, and Ms. McIntyre have been in discussions regarding patron behavior and the guidelines for banning and trespassing patrons. There is a difference between kicking someone out of the Library and having them trespassed. When someone is trespassed they can be arrested by an officer for being on Library property. Normally, if Mr. Doyon and Ms. Sexe are involved someone has been removed for a year or more. Ms. Sexe believes that kicking someone out for more than 2 weeks could be perceived as them being denied access to public information. She would like to see if someone was kicked out over 2 weeks that this can be run through her office so that the decisions can be made by her office. Assistant City Attorney, Mr. Joe Cik, and a Police Officer will be attending a Public Services Meeting on July 19, 2019 and we will have more information at that time. Ms. DeForest asked if there is normally a set time and Ms. McIntyre replied that it is variable depending on what they are being kicked out for. Ms. Kunz asked what would happen when they come in and Ms. McIntyre stated that we would need to contact the police to have them removed. Mr. Tropila said that this is a big step but it's a good idea for people who abuse the system and don't follow the rules. Ms. McIntyre agreed and the big concern would be that we will be dealing with more Disorderly Conduct matters. Mr. Tropila applauded all involved in this process.

Summer Reading Program started in the Kids' Place on June 7, 2019 with a donut social and many other events planned for the month of June, July and August. Ms. McFadden and Ms. Damyanovich have taken the Bookmobile to a few Summer Read 6 events and they have been very popular and positive events.

Ms. Richmond has worked on focusing on our Facebook presence the past few months and there is a sheet with statistics in your packet. There was an article on KFBB about the Family

Pride event that was held at the Library and although there has been strong supporters on both of the issue; we were happy to announce that we lost 4 followers and gained 169 followers.

#### V. CHAIRMAN'S REPORT

Nothing to report

#### VI. BOARD REPORTS

Mr. Tropila wanted to express his and the Boards thanks for the past 10 years that Ms. Nowell has given to being on the Board. They gave her a card. Ms. McIntyre gave her a card from the staff at the Library and presented her with the book that was purchased in her honor to go in the Kids' Place.

#### VII. OLD BUSINESS

Ms. McIntyre stated that the Strategic Plan is on page 30-87. Ms. Olson asked if the document on page 39 was new and Ms. McIntyre stated that it was. This was what was put together after talking to all the staff. It is more of a wish list. Ms. DeForest asked about the fine free library statement and Ms. McIntyre stated that more libraries are moving towards not having late fees. Ms. Olson asked what percent of fines were juvenile and what are the differences between losses with Juvenile and Adult materials. Ms. McIntyre stated that she would look into it and let her know. Ms. Bulger thought that this was a great idea because it shows the staff is vested in the changes. Ms. Olson thought that in the future the Board could help and be more involved to help and find sponsors to help with fines.

Ms. McIntyre stated that page 48 lists current programming and future programs we would like to see. Ms. DeForest asked about the Homebound program and was told that we have one volunteer that presently handles all our Homebound patrons. We could easily have several people running this program because it is very popular. Ms. Birkhead does a great job finding materials and working with our Homebound patrons and their families.

Ms. Olson asked about page 47 and what the shared catalog is. Ms. McIntyre explained what joining the shared catalog would entail and that the annual cost would be \$40,000 which is far less than what we pay for SIRSI at this time. This would expand access to our materials and allow for our patrons to have access to more materials from other libraries. The down side is that we lose some local control but the benefits will far outweigh what we would be losing. We are in the early stages and there are many things that would need to be worked out such as; security issues, check out times, and courier pick-ups. The Montana State Library would be thrilled if we joined the shared catalog however.

Ms. Olson asked what Ms. McIntyre was feeling about where it is at and she replied that she thinks that it would be a great thing for everyone. In the beginning, the initial staff time would be huge but then that will taper off. Ms. Olson felt that the shared catalog issue should not be

included in the strategic plan. She felt that this was more of a Director call than a strategic plan issue. It was agreed that it would be removed from the strategic planning process and Ms. McIntyre would move forward with it. She did state that there is a year to 18 month wait. Ms. Bulger believes that this will be a huge incentive to our patrons.

Ms. McIntyre stated that she would continue on with the strategic plan and the next step would be with all staff and doing strength and weakness assessment. It was agreed that a Board Trustee would go through all the materials and prepare a report for the August 27<sup>th</sup> meeting. Mr. Tropila agreed that he would handle that.

The time limits matter will again be tabled this month with hopes to talk about it at the next meeting.

#### VIII. NEW BUSINESS

There was a discussion on the Exhibit Space Policy and Ms. McIntyre pointed out that the changes were that we divided out art and Community Exhibits more clearly. Ms. Bulger asked that the last sentence states the Library assumes no responsibility for damages to items displayed at the Library. Ms. Nowell asked that the exhibits at the top be checked for spelling.

Ms. Olson moved and Ms. Bulger seconded the motion to approve the Exhibit Space Policy as corrected. MOTION . . . passed unanimously.

There was discussion on the Display and Distribution of Free Materials Policy changes and an explanation of the forms by Ms. McIntyre.

Ms. Olson moved and Mr. Tropila seconded the motion to approve the Exhibit Space Policy as presented. MOTION . . . passed unanimously.

#### IX. PROPOSALS/COMMENTS FROM TRUSTEES

None

#### X. GFPL FOUNDATION REPORT

Ms. Kuntz stated that at the Music in the Park series there will be Foundation members present selling raffle tickets for Pete Fromm's newest material "A Job You Mostly Know How to Do"

There are new Foundation members:

Sue Warren, Andrew Guschausky and Paula Delaney

There will be an ice cream social event where donors to the Foundation will be able to have a meet and greet with Ms. McIntyre and the Board is welcome to be there. It will be by invitation only and there is not a date set yet.

The Foundation is interested in having a big even in 2021 for the Festival of the Book. They are hoping that we can get great suggestions for a big name author that would help raise awareness and support for the Festival of the Book event.

The annual potluck will be held at Ms. Newmack's house this year and I will be August 21, 2019.

XI. PUBLIC COMMENT

Ms. Olson advised that she would not be present for the September meeting.

XII. ADJOURNMENT

Ms. Nowell adjourned the meeting at 6:23 pm.