

**Great Falls Public Library
Board of Trustees
October 22, 2019
Great Falls Public Library, Montana Room
4:30 p.m.**

BOARD MEMBERS PRESENT: Ms. Whitney Olson, Ms. Ann Bulger, Ms. Sam DeForest and Ms. Susan McCord

BOARD MEMBERS ABSENT: Mr. Mitch Tropila, Mr. Owen Robinson and Ms. Debbie Kuntz

EX OFFICIO BOARD MEMBERS PRESENT:

STAFF PRESENT: Ms. Susie McIntyre, Mr. Aaron Kueffler and Mr. Bobby Bishop

GUESTS PRESENT: Ms. Jenn Rowell of The Electric

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

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

I. AGENDA APPROVAL

Ms. Olson asked if anyone had anything to add. Not hearing anything she moved on to the consent agenda.

II. CONSENT AGENDA

Ms. Olson asked if anyone had changes to the meeting minutes from the September meeting, the statistical reports for September, the income statement for September or the personnel report for September.

Ms. DeForest had a question on page 15; she wanted to refresh her memory on what the collection agency fines are, and why they are high. Ms. McIntyre explained that we employ a collection agency so when people owe us money we turn them over to this company. This number reflects the people that this agency has contacted that have paid their bills. Ms. McCord asked if the \$206 is a percentage of what they collected. Ms. McIntyre explained that we pay the agency a flat amount for every referral. They don't get a percentage. Ms. Bulger asked if the \$3,000 was what was budgeted to pay them. Ms. McIntyre explained that the \$3,000 was what we expect to make, and that the Fine Free Fun Run is why that amount is high. Ms. Olson asked if the overdue book fines and the lost book fines are money that actually comes to the library. Ms. McIntyre said yes. If someone in collection pays and it is somebody that has been referred the money goes into 35134; if we have not turned them over the money goes into 35210. Ms. Olson

asked what the parameters were. Ms. McIntyre said it was based on amount due, if it is less than \$25 then it does not get turned over. Ms. McIntyre also explained that the cost of the collection agency is actually listed under other professional services listed on page 17, line item 43590. Ms. Olson asked if this was specifically a library collection agency. Ms. McIntyre was not sure but she would find out. Ms. Olson asked if anyone had additional questions regarding the fines.

Ms. McCord did not have questions on the fines but had a question regarding the 2018 volunteer statistics. She wondered what caused the volunteer numbers to be so high in 2018. Ms. McIntyre stated we had a couple specific projects that volunteers were needed for including a PBS event. She stated that volunteer usage goes up and down and that Mr. Kueffler is working on getting us back on track with our volunteers.

Ms. McCord had an additional question on the Financials, page 17 on the building repair & maintenance and maintenance agreements line items. Is the \$5,617.65 in the building repair & maintenance due to the basement; and what is the \$4,832 from in maintenance agreement. Ms. McIntyre said on the first one, 43620, part of the reason that it is high is from when we repaired the recirculation pipes. Money for the flooding in the basement will not be coming out of this line item; it will be coming out of line item capital outlay Improvements other than building on the bottom of page 18. That is the \$250,000 for the air handler. Ms. McIntyre explained that we have multiple maintenance agreements, include KONE for the elevator and a maintenance agreement for our copiers/printers. Ms. McCord asked if those bills come in quarterly. Ms. McIntyre said yes.

Ms. Deforest asked if we were concerned on some of the high numbers. Ms. McIntyre said she felt pretty good at where we are.

Ms. Olson had a question on page 15, off street lot transient; she wanted to verify that we get half of the money from the blue box in the parking lot. Ms. McIntyre confirmed that and added that it also includes the spaces we lease for \$25 per month. She clarified that the library gets 100% of the money from the leased spots in the staff parking lot, and that our agreement with the city regarding the blue box parking is split 50/50. Ms. Olson asked if non-staff were leasing the spots in the staff parking lot. Ms. McIntyre confirmed non-staff is leasing the spaces. Ms. Olson asked if the blue box fees went to \$1 when the parking meters increased. Ms. McIntyre said it did not raise and is still fifty cents per hour.

Ms. Olson had a question on office supplies on page 19, why is the month to date at 134%. Mr. Kueffler indicated that it was an error he made and he is working on getting it fixed.

Ms. Olson also had a question on the personal report on page 25. Is Chelsea Lara the candidate that was mentioned a few meetings back that was going to be made full time.

Ms. McIntyre said yes, she is the youth services library specialist, and the position is now full time. Ms. Olson asked if the change in staffing position was working as planned. Ms. McIntyre said it is all working really well and that the library is now fully staffed.

Ms. Olson asked if there were any other questions and if not she would entertain a motion.

Ms. DeForest moved that the Great Falls Library Board of Trustee approve the consent agenda as presented. Ms. Bulger seconded the motion. Ms. Olson opened for any board discussion or public comment. Upon hearing none Ms. Olson called for a vote. Motion passed unanimously.

III. OPERATING VOUCHERS

Ms. Olson had a question on page 21, she noticed that De Lage Landen is listed as copier agreement but she thought the library bought the copiers locally from Fisher. Ms. McIntyre said it is her understanding that is who bought out Fisher.

Ms. Olson asked what Tattle Tape is listed on page 22. Ms. McIntyre informed everyone that Tattle Tape is the electronic strip that the library places on everything. Most items come pre-processed but for items like donations we have to apply the tape ourselves.

Ms. Olson asked that a more detailed description be included instead of just office supplies.

Ms. Olson asked what did the foundation pay FICO for as listed on page 23. Ms. McIntyre was unsure and believes it is an error.

Ms. Olson asked why Great Falls Upholstery was listed in both Foundation and Library expenses with different amounts. Ms. McIntyre stated that the one area indicates that money was received from a grant to redo the benches in the Teen Scene, and the two chairs from the second floor that were upholstered were paid out of library funds.

Ms. Olson asked if there were any other questions and if not she would entertain a motion.

Ms. DeForest moved that the Great Falls Library Board of Trustee approve the claims and payroll as presented. Ms. McCord seconded the motion. Ms. Olson opened for any board discussion or public comment. Upon hearing none Ms. Olson called for a vote. Motion passed unanimously.

IV. DIRECTOR'S REPORT

Ms. McIntyre stated that our first Monday opening was October 7 and it went really well. The next Monday was really slow because it was Columbus Day. A lot of people thought we were closed. This Monday was also doing well, not as busy as hoped, but it will take a little while. We are getting patron compliments. Ms. DeForest asked if we have gotten any negative feedback for closing on Sundays. Ms. McIntyre said we have not had any negative comments.

Ms. Olson asked if the city doesn't observe Columbus Day. Ms. McIntyre explained that the library swaps that day for the day after Thanksgiving.

Ms. McIntyre talked about the basement flooding. McKinstry had concerns about doing the project in the middle of winter. The basement is currently dry and no flooding is expected during the winter months. In the spring, the library will get a contract with some architectural firm and they will develop a scope of work and then we will put that out for bid.

Ms. McCord asked if TD&H has to do a new scope of work. Ms. McIntyre explained that McKinstry had everything but the plans and that the plans could not be made until after the contract had been awarded. Ms. McIntyre stated that it would be around \$4,800 to draw up the plans and the scope of work.

Ms. Olson asked if anything came from going to the state in regards to the drainage pipe. Ms. McIntyre said that we haven't finalized a letter with legal yet and that she is still working on it

Ms. DeForest asked if we are going to wait until spring to do the scope of work or will we be doing it now. Ms. McIntyre said we would be waiting until spring.

Ms. DeForest asked what kind of time frame are we looking at. How long would it take to do the scope of work and how long to go out to bid? Ms. McIntyre hopes to have the work done sometime between June and August.

Ms. McIntyre has presented at one neighborhood council and will be presenting at another one tomorrow. She plans on doing more community presentations. She has reached out to the Lions Club and rotary and recently did a presentation for the Pachyderm club. Ms. DeForest asked if Ms. McIntyre was trying to get people to sign up for library cards, to volunteer or for donations. Ms. McIntyre said it was more about getting the awareness of what the library does and getting people to support us.

Ms. McIntyre discussed the random drug testing policy. It concerns all the unions except for the craft union.

Ms. DeForest asked if it gets implemented what are the logistics. Ms. McIntyre stated that it is her understanding that every quarter they will randomly select someone and then they will notify the department head and the department head will have 30 days to make that test happen. The person whose name has been pulled cannot be told about it ahead of time. Ms. Bulger asked if this was citywide. Ms. McIntyre said yes it is. Ms. McIntyre also stated that only people who are in safety-sensitive positions are going to go in to the pool.

Ms. McIntyre informed us that we have the public screening and panel discussion happening on November 20th. Chief Bowen is confirmed. Therese from the Cameron Center is confirmed. A person with lived experience is confirmed and we're hoping to get maybe one other person with experience or who is an advocate. Ms. McCord asked if we would have enough room in the Cordingley room. Ms. McIntyre believes we will. Ms. DeForest asked how long the is the movie. Ms. McIntyre said it is a two-hour movie with a discussion afterwards. Ms. Olson asked if we have talked with the people that run the mission and the family center. Ms. McIntyre stated that Ms. Katie Richmond has been recruiting them to come and talk at this event. Ms. DeForest asked how we will gauge if this is a success? Ms. McIntyre hopes that having this conversation moves us to a place where the city commission, the downtown, the police, and the rescue mission can start conversations about how we can have a proactive community wide response to homelessness rather than seeing it as the Library's problem. Ms. Olson asked who's going to be the moderator of the discussion. Ms. McIntyre said we are still working on a moderator.

Ms. McIntyre informed us that she had an update on the staff and volunteer potluck. With the approval of the foundation approved projects last month, we will be getting new network switches. During the install the building will be without internet and network services. We will not be able to check out books or print anything to the network printers. Ms. McIntyre is proposing that we close the library to the public the day of the install and make it a staff training day. We would hold the annual party on that day as well. Ms. McIntyre feels the public will understand of the closure especially since it will be updating the network that they use.

Ms. McIntyre informed us of the current MacMillan status. The Montanalibrary2go selection team and executive team have decided not to boycott MacMillan. They seriously considered it, but it does not look like any big libraries are going to boycott at this time. If you put a hold on an embargoed MacMillan title through Montanalibrary2go, you will receive a notification that says your library is unable to purchase more copies due to publisher restrictions. Your wait may be longer than expected. Ms. McIntyre stated that at the moment we will continue to purchase MacMillan titles and we're just going to continue to monitor how that works.

Ms. Olson asked what percentage in the catalog is MacMillan? Ms. McIntyre said she was unsure, but they are one of the big six. She believes they hold around 6 percent of the market.

Ms. McIntyre has confirmed with Ms. Tracy Cook that the strategic plan meeting will be on Thursday, November 21st. Ms. McIntyre asked if anyone had any questions for her. Ms. Olson feels that a packet that has numbered pages would be useful. That way everyone can be on the same page during discussions. Ms. McIntyre asked if everyone wanted the packet before the meeting. Everyone agreed that would be best.

V. CHAIRMAN'S REPORT

There was nothing to report.

VI. BOARD REPORTS

There was nothing to report.

VII. PROPOSALS/COMMENTS FROM TRUSTEES

There was nothing to report.

VIII. GFPL FOUNDATION REPORT

Since Ms. Kuntz was not present, Ms. McIntyre wanted to make sure everyone knew about the Raise-a-Pint night on Monday the 28th from 5pm-8pm at the Mighty Mo. Ms. Olson added that they usually have a 50/50 and sell discarded books so bring cash with you. Ms. McCord asked if they would have the Charlie Russell prints available. Both Ms. McIntyre and Ms. Olson believe they will.

IX. OLD BUSINESS

Ms. Olson asked if anyone had additional comments for the continued discussion of strategic planning. No one had any.

Ms. Olson asked if anyone had additional comments for the implementation of time limits for public comments. Ms. Olson asked if we could get some verbiage from the city. Ms. McCord asked if the city commission has a time limit. Ms. McIntyre said they do, but she believes it has to be voted on. A discussion occurred on the process. Ms. McCord asked if we could get wording in the next board packet. Ms. McIntyre said yes.

Ms. Olson asked if anyone had additional comments on parking issues. Ms. McIntyre informed us that this was a request from Mr. Tropila to discuss. Ms. McCord asked if we should hold it to next month since Mr. Tropila is not present. Everyone agreed.

Ms. Olson asked if there was any other old business.

X. NEW BUSINESS

Ms. Olson opened up discussion on the 2020 Library Holiday Schedule on page 30.

Ms. McCord asked when the board meeting is in December. Ms. McIntyre informed her it will be on December 17th. Ms. McCord was a conflict with the date and will be out of the country for the January meeting.

Ms. Bulger asked if the strategic plan was going to be the board meeting next month or will it be two separate items. Ms. McIntyre informed us that it would be two separate items. November 21st is the Strategic Planning and November 26th is the board meeting.

Ms. Olson asked if there were any other questions and if not she would entertain a motion.

Ms. Bulger moved that the Great Falls Library Board of Trustee approve the 2020 Library Holiday Schedule as presented. Ms. DeForest seconded the motion. Ms. Olson opened for any board discussion or public comment. Upon hearing none Ms. Olson called for a vote. Motion passed unanimously.

Ms. Olson asked if there were any questions regarding the 2020 board meeting schedule and if not she would entertain a motion.

Ms. DeForest moved that the Great Falls Library Board of Trustee approve the 2020 Library Board Meeting Schedule as presented. Ms. Bulger seconded the motion. Ms. Olson opened for any board discussion or public comment. Upon hearing none Ms. Olson called for a vote. Motion passed unanimously.

XI. PUBLIC COMMENT

There was no public comment. Ms. Olson thanked Ms. Rowell for attending.

XII. ADJOURNMENT

Ms. Olson adjourned the meeting at 5:55 pm.