

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

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

BOARD MEMBERS ABSENT: Ms. Anne Bulger

EX OFFICIO BOARD MEMBERS PRESENT:

EX OFFICIO BOARD MEMBERS ABSENT: Mr. Owen Robinson, Ms. Jane Webber

STAFF PRESENT: Ms. Susie McIntyre, Mr. Aaron Kueffler

GUESTS PRESENT: Ms. Debbie Kuntz, GFPL Foundation Liaison, Ms. Jenn Rowell of The Electric, Ms. Carolyn Garner-Reagan, Mr. Michael Regan, Ms. Gerti Garner

Mr. Tropila called the meeting to order at 4:32 pm.

I. AGENDA APPROVAL

Mr. Tropila asked if anyone had anything to add or remove from the agenda. Mr. Tropila stated that he would like to add an item on page 28 to the consent agenda. Since the consent agenda stops on page 26 he would like the item on page 28 to be included during the income statement discussion. Ms. Olson indicated that it would be okay to do so. Not hearing any objections, he moved on to the consent agenda.

II. CONSENT AGENDA

Mr. Tropila asked if there were any questions from the committee regarding the adoption of the minutes of the regular meeting on pages 1-7, the statistical reports on pages 8-15, the income statement on pages 16-21, the personnel report on page 26 and the addition of page 28.

Ms. McIntyre clarified that we vote separately on the operation vouchers. Ms. Olson confirmed.

Ms. Olson asked Mr. Tropila what was the item he wanted to discuss on page 28. Mr. Tropila said it was the State of Montana item listed as \$30,432.03 is all lumped under the Coal Tax. Ms. McIntyre stated that it should have been separated out. \$28,216.93 is

for the per capita and the rest is the federation. Mr. Tropila pointed out that on page 16, under intergovernmental it shows the breakdown between the Miscellaneous Culture & Recreation Grant and the Coal Tax Library Appointment. Mr. Tropila wanted to make sure it gets broken apart on page 28 so the coal tax doesn't look so high. Ms. Olson asked if we would receive that money every year. Mr. Tropila said that every third session in the legislature it comes up for renewal. Ms. McCord asked if it was based on a formula. Ms. McIntyre and Mr. Tropila said yes.

Mr. Tropila asked if there were any other questions on the consent agenda. Ms. Olson asked about the 100% on Contributions and donations on page 20. Ms. McIntyre stated that is because we set our budget before the foundation sets theirs so we make a guess on what they will donate. We ask the foundation twice a year for donations and the large ask is in the month of August. Mr. Tropila pointed out that the foundation donation is listed on page 28.

Ms. Deforest had a question on page 20 regarding the supplies (42190) being over what was budgeted. Mr. Kueffler informed us that it is still reflecting the error from the previous month.

Mr. Tropila asked if there were any other questions and if not he would entertain a motion to approve the consent agenda.

Ms. McCord moved to approve the consent agenda as presented. Ms. Olson seconded the motion. Mr. Tropila opened for any board discussion or public comment. Upon hearing none Mr. Tropila called for a vote. Motion passed unanimously.

III. OPERATING VOUCHERS

Mr. Tropila asked if there were any questions on the Operating Vouchers on pages 22-25.

Ms. McCord asked what the error in payments were. Ms. McIntyre stated it was due to a double charge on the mastercard.

Mr. Tropila asked if there were any other questions and if not she would entertain a motion.

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

IV. DIRECTOR'S REPORT

Ms. McIntyre thanked the board members for coming to the screening and panel discussion of *The Public*. It meant a lot to staff to see the board's support. We got good feedback for holding the event. It was a good discussion. Ms. McIntyre is hopeful that the community will continue the discussion and that the Library can be part of a coordinated response. Ms. Olson asked if anyone in attendance was homeless. Ms. McIntyre said she believed some were currently homeless or possibly homeless in the past.

Ms. McIntyre stated that the work on the Air Handler is continuing. We are a little bit ahead of schedule. We have space heaters currently in the basement but haven't had to use them too much due to the weather. Ms. McIntyre said that staff is doing a fantastic job at being flexible. We are currently on track to have the work done by mid-December with training occurring after.

Ms. McIntyre asked for a vote on the Rules Of Conduct and Procedure. She has talked with city attorney Ms. Sara Sexe. Ms. Sexe suggested we follow the same guidelines as the city commission uses.

Ms. McIntyre stated that we are planning a volunteer appreciation on January 21st. We will be having a staff holiday potluck in December 11th. On January 8th, the library will be closed so the new network switches can be installed. During this down time staff will be doing training. Ms. McIntyre also stated that the library will be holding a "Library Invitational" in January. We will be inviting all the Librarians in Cascade County, including college and high school librarians in Cascade County, to join us for a networking event. The date for that event has not yet been set.

Ms. McIntyre informed us of a new interactive program on the main floor. It follows up on the Make Your Mark program that was Ms. Ashleigh McCann's art opening reception. For November we have an interactive "Chain of Gratitude" where patrons are invited to write down what they are grateful for and add it to the chain. In December patrons will be invited to write on holiday cards that will be displayed around the pillars in the library. Ms. DeForest asked if we noticed a certain age range that has been participating. Ms. McIntyre stated that it has been a good mix of participants.

Ms. McIntyre asked the board if they would like more ongoing training. New board members are sometimes unaware of certain policies and procedures. Ms. McIntyre asked the board what topics they would like to be trained on and how would they like to do that. Ms. Olson stated that she has been enjoying the articles that Ms. McIntyre has been sending via email. Ms. DeForest likes the idea of Ms. McIntyre spending 15 minutes letting the board know the different things that go on or are available at the

Library, such as meeting rooms, fax and notary service, etc. Mr. Tropila asked if Ms. McIntyre would keep the board informed of any board training that may be available within Montana. Ms. Olson asked if the board has finally met all the staff. Ms. McIntyre said yes, but Ms. McCord has not since she is new to the board. It was discussed that we start the cycle of staff introductions again. Ms. Olson asked about an organizational chart with pictures of staff and what they do. Ms. McIntyre said Ms. Linder-Parkinson began to create one and will have it in the next board packet.

Ms. McIntyre received the notes for the Strategic Planning meeting from Ms. Tracy Cook and has sent them to the board. Ms. McIntyre compiled the notes into a working draft of the strategic plan. Ms. McIntyre asked the board to review it with a goal to approve it at the December board meeting.

Ms. McIntyre wanted to remind the board that the December board meeting is on December 17th.

V. CHAIRMAN'S REPORT

Mr. Tropila attended the screening of the Public. He was happy to see Ms. McIntyre and Police Chief Bowen side by side.

Mr. Tropila wanted to thank everyone for showing up for the strategic planning meeting.

VI. BOARD REPORTS

Ms. DeForest went to her first pathfinder meeting on October 8th. She enjoyed the experience. A discussion was voted on regarding funding for organizations that did not send a representative. It was voted that non-attending representatives would lose 50% funding. The next pathfinder meeting will be in May.

VII. PROPOSALS/COMMENTS FROM TRUSTEES

There was nothing to report.

VIII. GFPL FOUNDATION REPORT

Ms. Kuntz reported that is has been busy couple months. The foundation has also had a strategic planning session. It was well attended and lots of ideas on moving forward. The plan was focused on how to make more money for the library.

Ms. Kuntz thanked everyone that attended the Raise-a-pint night. Final numbers are not yet in, but they raised \$110 in the 50/50 drawing, \$70 in donations and \$65 in poster and card sales.

Ms. Kuntz informed us that the Book-a-thon has had 317 donors and has raised almost \$30,000 dollars. This dollar amount is up from last year.

Mr. Tropila wanted to thank the foundation for all their support.

IX. OLD BUSINESS

Mr. Tropila opened up a discussion on the Rules of Conduct and Procedure of the Board of Trustees Meetings on pages 30-35. Mr. Tropila finds no reason not to accept it and is glad that it came from the suggestion from the city attorney. Mr. Tropila asked if anyone had questions or comments regarding the rules.

Mr. Tropila asked if there were any questions regarding the Rules of Conduct and Procedure of Board of Trustee Meetings and if not he would entertain a motion.

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

Ms. Olson brought up the discussion of the parking issues. She stated that during the planning session parking was an issue. She clarified with Ms. McIntyre that we receive half the rent from the blue box parking meter and the full amount from the leased spaces but none of the street meter. Ms. McIntyre confirmed. Ms. Olson referenced an article that was in The Electric regarding the cost to purchase the metered spaces on the street. Ms. Olson found that as long as the space is not on Central Avenue the cost is \$300 per year. We can place a sign saying if the space was donated and we can choose between 15 and 30-minute parking. A discussion was had regarding the pros and cons. Ms. McIntyre will gather more information for the next board meeting.

X. NEW BUSINESS

No new business.

XI. PUBLIC COMMENT

There was no public comment. Mr. Tropila thanked Ms. Rowell, Ms. Garner-Reagan, Mr. Regan and Ms. Garner for attending.

XII. ADJOURNMENT

Mr. Tropila adjourned the meeting at 5:40 pm.