

**Great Falls Public Library  
Board of Trustees  
December 17, 2019  
Great Falls Public Library, Montana Room  
4:30 p.m.**

BOARD MEMBERS PRESENT: Ms. Ann Bulger, Mr. Mitch Tropila, Ms. Whitney Olson, Ms. Sam DeForest

BOARD MEMBERS ABSENT: Ms. Susan McCord

EX OFFICIO BOARD MEMBERS PRESENT: Ms. Jane Webber

EX OFFICIO BOARD MEMBERS ABSENT: Mr. Owen Robinson,

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

GUESTS PRESENT: Ms. Debbie Kuntz, GFPL Foundation Liaison, Ms. Dea Nowell

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

I. AGENDA APPROVAL

Mr. Tropila asked if anyone had anything to add or remove from the agenda approval. Not hearing any objections, he moved on to introductions. Ms. Katie Richmond introduced herself to the board.

II. CONSENT AGENDA

Mr. Tropila asked if there were any questions or comments from the committee regarding the adoption of the minutes of the regular meeting on pages 1-5, the statistical reports on pages 6-13, the income statement on pages 14-19, and the personnel report on page 24.

Mr. Tropila mentioned it was nice to see no new hires or resignations on page 24.

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

Ms. Bulger moved to approve the consent agenda 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.

### III. OPERATING VOUCHERS

Mr. Tropila asked if there were any questions on the Operating Vouchers on pages 20-23.

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

Ms. DeForest moved that the Great Falls Library Board of Trustee approve the claims and payroll as presented. Ms. Bulger 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 handed out the GFPL Organizational Chart of staff and discussed each of the tiers and positions.

Ms. McIntyre informed the board of a training opportunity. The Montana Library Conference will be in Missoula April 1-4, 2020. Ms. McIntyre welcomes any board member that would like to attend with staff. A discussion was had regarding what the conference is and Mr. Tropila encourages board members to attend. Ms. McIntyre will send out the conference agenda to the board.

Ms. McIntyre informed us that the air handler project is close to being finished.

Ms. McIntyre informed us that staff holiday pot luck was on December 11<sup>th</sup>. In the past we have combined both the volunteer appreciation and the staff holiday party; this year it was separated. The volunteer appreciation luncheon will be held on January 24<sup>th</sup>. On January 22<sup>nd</sup> the library will be hosting the Library Invitational. Susie will send invites to the board for those that wish to attend. The event will focus on getting librarians within cascade county to meet each other and to offer training opportunities. It will be an annual event.

Ms. McIntyre reminded everyone that the library will be closed on January 8<sup>th</sup> for the installation of the new network switches. Staff training will occur on that day including a presentation on the shared catalog and a tour of the rescue mission.

Ms. McIntyre informed us that on the evening of the 22<sup>nd</sup>, Charlene Porsild will be doing a presentation on the new book *The Best Gift: Montana's Carnegie Libraries*.

Ms. McIntyre pointed out that on page 13 that the chart use to only display regular and self-checkouts. Ms. McIntyre has now added bookmobile checkouts to the graph. Ms. McIntyre asked the board for feedback on what they would like to see in the graphs.

Ms. DeForest asked if there could be some sort of context for the numbers. An example would be for the volunteers. She sees the number for each month but is unaware if the number is high or low; did we have too many volunteers or not enough. Ms. McIntyre explained that the volunteer numbers will increase and decrease depending on the events that happen during the month.

Ms. McIntyre informed the board that the city is changing the way payroll is processed. Ms. McIntyre expects minimal impact on Library staff. A discussion was had on the changes the city will be making.

Ms. McIntyre directed everyone to page 30 to discuss the strategic plan. Mr. Troplia liked the layout and organization of the strategic plan. Ms. Olson asked a question regarding goal two; what is the difference between Montana Shared Catalog and Montana Library Partners. Ms. McIntyre informed everyone that the shared catalog is the software, the partners is the sharing of materials between libraries within the partners. You must be part of the shared catalog in order to become a partner. A discussion was had regarding the shared catalog.

Ms. McIntyre asked the board how they would like to track the progress of the strategic plan. She recommended revisiting it every other month with updates. The board members agreed every other month would work.

Ms. McIntyre directed everyone to page 33 to discuss going fine free. Ms. McIntyre explained the chart on page 33. A discussion was had regarding going fine free.

#### V. CHAIRMAN'S REPORT

Mr. Tropila attended the staff holiday potluck. He thanked the staff for all they do.

Mr. Tropila also attended Ms. Stewart's book club.

#### VI. BOARD REPORTS

There was nothing to report.

#### VII. PROPOSALS/COMMENTS FROM TRUSTEES

There was nothing to report.

#### VIII. GFPL FOUNDATION REPORT

Ms. Kuntz had nothing new to report.

#### IX. OLD BUSINESS

## **APPROVAL OF STRATEGIC PLAN (pages 30-32)**

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

Ms. Olson moved that the Great Falls Library Board of Trustee approve the strategic plan as presented. Ms. Bulger 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.

## **DISCUSSION OF PARKING ISSUES**

A Discussion was had regarding the parking issues. Ms. McIntyre stated that she is looking into purchasing 3-4 spots outside the library. Ms. McIntyre informed us that the Friends of the Library are interested in sponsoring at least one spot. The spots would allow patrons to park for free for 30 minutes. It would be monitored by the city. Mr. Tropila asked the board how they felt about this, they we are enthusiastic about it.

### **X. NEW BUSINESS**

No new business.

### **XI. PUBLIC COMMENT**

There was no public comment. Mr. Tropila thanked Ms. Nowell for attending.

### **XII. ADJOURNMENT**

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

Ms. Olson moved to approve the consent agenda as presented. Ms. Bulger 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.

Mr. Tropila adjourned the meeting at 6:15 pm.