

**Great Falls Public Library**  
**Board of Trustees**  
**January 28, 2020**  
*(Held on February 5, 2020)*  
**Great Falls Public Library, Montana Room**  
**4:30 p.m.**

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

BOARD MEMBERS ABSENT: Ms. Susan McCord

EX OFFICIO BOARD MEMBERS PRESENT:

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STAFF PRESENT: Ms. Susie McIntyre, Mr. Aaron Kueffler, Ms. Sara Linder-Parkinson, Ms. Jessie Damyanovich, Ms. Lauren Newman.

GUESTS PRESENT: Ms. Debbie Kuntz, GFPL Foundation Liaison

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. Ms. Bulger indicated she had two changes, the first is her first name is spelled with a 'e' and the second is Ms. Weber's name only has one 'b'.

Mr. Tropila indicated that he had spoken with Ms. Kuntz, and with no objections he would like to move the GFPL Foundation report before the Director's report this evening. No objections were indicated.

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

Ms. Bulger moved to approve the 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.

## II. CONSENT AGENDA

Mr. Tropila asked if there were any questions or comments from the committee regarding the consent agenda items on pages 1-18, and the personnel report on page 23.

Ms. Bulger indicated she had a question of page 7; Why did the Adult Audio/Visual seem rise so much. Ms. McIntyre said she is unsure why there was a spike in those numbers. Ms. Linder-Parkinson mentioned that it could be the result of more intuitional cards being issued.

Mr. Tropila had a question on page 13. He wondered if the Real Current Ad Valorem was the first initial property tax collection. Ms. McIntyre said yes, and a second payment would be in June. Mr. Tropila also inquired about the line item 31103 on the same page. Ms. McIntyre stated that was from delinquent tax payers.

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

Ms. Deforest 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.

## III. OPERATING VOUCHERS

Mr. Tropila asked if there were any questions on the Operating Vouchers on pages 19-22.

Ms. Bulger has a question on page 21, she wondered what overdrive was. Ms. McIntyre informed her that was the company that runs Montana Library2Go.

Ms. Olson asked what we use Great Falls Interpreting Services for. Ms. McIntyre informed her that we have a family with a child that is hard of hearing and the family has requested the service for some of our children's programming.

Ms. Olson also asked about the Chemnet Consortium on page 19. Ms. McIntyre informed her we had our first of the city required drug testing and this was the payment for it. A discussion was had regarding the drug testing policy.

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 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. GFPL FOUNDATION REPORT

Ms. Kuntz informed us that the foundation had a marketing meeting last week and it was discussed that the focus will be the bookmobile. Ms. Kuntz would like to meet with Ms. Damyanovich to get personal stories on how the book mobile effects the patrons served and the surrounding areas.

Ms. Kuntz also asked if anyone is a part of a group or organization to let her know so the Foundation could present a 15-20-minute presentation. The presentation focuses on the difference between the Library Board and the Library Foundation Board.

Mr. Tropila wanted to say on behalf of the Library Board thank you to the foundation for all of their support and for their foundation approved projects to the library.

A discussion was had regarding upcoming foundation board member changes.

#### V. DIRECTOR'S REPORT

Ms. McIntyre began the conversation regarding the bookmobile. Ms. Damyanovich discussed the route she takes and the types of books that get checked out. She also discussed the interaction with the colonies. A discussion continued regarding the book mobile functions in the community. Ms. McIntyre, Ms. Linder-Parkinson and Ms. Damyanovich have been working on specs for a new bookmobile and what the best options are for the need of the library and the community.

Ms. McIntyre reminded everyone of the City of Great Falls Board Training on the 25<sup>th</sup> and 26<sup>th</sup>. She asked on input on how the board would like to proceed since the 25<sup>th</sup> is the same day as the next board meeting. Ms. Olson asked if it would be possible to hold the Board meeting at the civic center then that way the board could attend both. Ms. McIntyre will look into reserving a room that evening.

Ms. McIntyre informed the board that the Montana Library Association will be holding a Board Best Practices training. She will forward the information to everyone.

Ms. McIntyre informed us that the air handler project is close to being finished. It was determined that a smoke detector was not installed inside the duct work and they are resolving that issue now.

Ms. McIntyre informed us that the complimentary parking application and payment has been submitted. Three spots in the front of the building will have 30-minute free parking. This will be monitored by the city.

Ms. McIntyre informed us that we have submitted the application to join the Montana Shared catalog. The goal is to go live by September 2020. A discussion was had regarding the migration and costs.

Ms. McIntyre informed us that the January 8<sup>th</sup> training day went well. The network switches were installed and are working well. Training included meeting people from the Montana Shared Catalog. This allowed staff to ask questions and get to know the people they will be working with during the transition.

Ms. McIntyre informed us that the Foundation has approved the requested projects. A list of what was approved is on page 42. A discussion was had regarding the projects.

Due to the time, Mr. Tropila moved that since we have already discussed the old business we move to New Business.

#### VI. CHAIRMAN'S REPORT

Mr. Tropila had nothing to report at this time.

#### VII. BOARD REPORTS

Ms. Bulger had nothing to report at this time.

#### VIII. PROPOSALS/COMMENTS FROM TRUSTEES

There was nothing to report.

#### IX. OLD BUSINESS

#### X. NEW BUSINESS

Ms. McIntyre gave an overview of the Excellent Library Service Award Checklist on pages 27-29. The board must follow at least two of the recommendations. A discussion was had on what two recommendations to commit to. It was decided that the library will continue to provide continuing education for its board members and at least three members of the board will join a professional library association.

#### XI. PUBLIC COMMENT

There was no public comment.

#### XII. ADJOURNMENT

Mr. Tropila asked if there were any other questions. Upon hearing none, he adjourned the meeting.

Mr. Tropila adjourned the meeting at 6:31 pm.