

**Great Falls Public Library
Board of Trustees
February 25, 2020
Rainbow Room at the Civic Center
4:00 p.m.**

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

BOARD MEMBERS ABSENT:

EX OFFICIO BOARD MEMBERS PRESENT: Ms. Jane Weber

EX OFFICIO BOARD MEMBERS ABSENT: Mr. Owen Robinson

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

GUESTS PRESENT: Ms. Jen Rowell - The Electric

Mr. Tropila called the meeting to order at 4:00 pm.

I. AGENDA APPROVAL

Mr. Tropila asked if anyone had anything to add or remove from the agenda approval. Upon hearing none, Mr. Tropila said he would entertain a motion to approve the agenda.

Ms. McCord moved that the Great Falls Library Board of Trustees approve the 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.

II. CONSENT AGENDA

Mr. Tropila asked if there were any questions or comments from the committee regarding the consent agenda items on pages 1-19, and the personnel report on page 24.

Ms. Bulger asked why we were behind in 8 of the 12 months on page 9. Ms. McIntyre was unsure why, but we have implemented Grab-and-Go books as well as displays that may be attracting people into the door. Ms. McIntyre informed us that with Montana Library2Go many people are just getting their books online and that may be an indication on the drop in walk-in attendance.

Ms. McCord asked if it was possible to get 13 months on the graphs. Ms. McIntyre said yes, that was easy to do.

Ms. Bulger had a few changes to the minutes. On page 2, paragraph two, intuitional should be institutional. On page 3, under Director's report, 1st paragraph, need should be needs.

Ms. DeForest asked about the amount on page 16 for 43790 Miscellaneous Travel Experience. Ms. McIntyre said it was accidentally paid out of the city account not the foundation account.

Ms. McCord had a question on page 14. She was wondering what the Mobile Home Taxes (31121) and the Other Personal Property (31122) was. Ms. McIntyre said they are just other forms of taxes, and that they tend to be small. Ms. Weber indicated that they come in on a different schedule than other taxes.

Ms. McCord inquired on why the Postage, Box Rent (43110) on page 16 was at 100%. Ms. McIntyre informed her that we pay it in a lump sum yearly and we have already paid for this year.

Ms. McCord also inquired about the Telephone (43410) is at 116%. Ms. McIntyre explained that she had yet to process the paperwork for e-rate. As soon as that gets processed it should balance out.

Ms. McCord also asked about Computer Programming (43550) being at 90% but nothing was spent last month. Ms. McIntyre said that was due to our main bill for SirsiDyNix which is paid in one lump sum yearly.

Ms. McCord inquired about the amount for Improvements other than Building (49310) on page 17. Ms. McIntyre informed her that was for the Air Handler project.

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 that the Great Falls Library Board of Trustees 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 or comments from the committee regarding the operating vouchers on pages 20-23. Upon hearing none, he would entertain a motion.

Ms. DeForest moved that the Great Falls Library Board of Trustees 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 reminded everyone of the Board Leadership training after the board meeting. She also informed everyone of an upcoming conference April 1-4. If any board member would like to attend please let Ms. McIntyre know right away.

Ms. McIntyre updated everyone on the status of the Air Handler progress. She expects a final walk through within the next two weeks.

Ms. McIntyre updated everyone on the status of the Basement Flooding Mitigation. She has met with engineers from the public works department. The next step is to hire an engineering firm to get a scope of work so the project can go out to bid. It has been recommended that both inside and outside work be combined to form one project. Ms. McIntyre will be obtaining an engineer's estimate and present it to the board at a later time. Ms. McIntyre hopes to get the project underway in the spring/summer.

A discussion was had regarding the work and possible funding options.

Ms. McIntyre directed the board to the strategic plan update on pages 31-40. We are moving along.

Ms. McIntyre reminded everyone that Mr. Tropila will be done with his term in June. Ms. McIntyre asked everyone to begin thinking about possible applicants to fill the open seat. A discussion was had regarding the process.

Ms. McIntyre informed everyone that the State Library Commission has accepted our application to join the Montana Shared Catalog. The goal is to go live in September 2020.

V. CHAIRMAN'S REPORT

Mr. Tropila had nothing to report at this time.

VI. BOARD REPORTS

There was nothing to report.

VII. PROPOSALS/COMMENTS FROM TRUSTEES

There was nothing to report.

VIII. GFPL FOUNDATION REPORT

Ms. Bulger informed us that the foundation is on budget. The Foundation approved everything the library has asked for.

Ms. Bulger informed us that the Raise-a-Pint night in October was the best they had. She also wanted to inform everyone that the foundation is fully behind the bookmobile project. The spring newsletter will be focused on the bookmobile and they have agreed to help fundraise for a new vehicle.

A discussion was had on the bookmobile project.

Ms. Bulger gave an update on the Book-a-thon figures.

IX. OLD BUSINESS

There was no old business to discuss.

X. NEW BUSINESS

There was no new business to discuss.

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 5:17 pm.