

**Great Falls Public Library
Board of Trustees Board Meeting
Tuesday, June 23, 2020
Great Falls Public Library - Cordingley Room in Library basement
4:30 p.m.**

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

BOARD MEMBERS ABSENT: None

EX OFFICIO BOARD MEMBERS PRESENT: Ms. Jane Weber

EX OFFICIO BOARD MEMBERS ABSENT: Mr. Owen Robinson

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

GUESTS PRESENT: Mr. Bill Tacke - GFPL Foundation Liaison

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

I. AGENDA APPROVAL

Mr. Tropila welcomed Mr. Tacke as the new Great Falls Public Library Foundation Liaison. Mr. Tropila asked if anyone had anything to add or remove from the agenda approval. Upon hearing none he asked for a motion to approve the agenda.

Ms. Olson 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 1-20, and the personnel report on page 25.

Ms. Bulger had a comment regarding the stats on page 7. She congratulated the library for keeping our numbers up during the current COVID situation. Ms. McIntyre informed her that the numbers are slightly misleading because we have been renewing book checkouts to cut back on the overdue book statuses while books are quarantined.

Ms. DeForest had a question on page 20 regarding the expenses on accounts 42140 & 42190; Ms. McIntyre stated that since this is a Foundation account the budget amount is a best guess since income from the foundation fluctuate and expenses have been up this year.

Ms. Bulger asked about the MasterCard charges on page 23. Ms. McIntyre directed her to page 24 where the charges are broken down.

Mr. Tropila had a question on page 15, on the revenue totals. He asked if Ms. McIntyre felt we would be close to budget once the second half of property taxes were received. Ms. McIntyre feels we will be close when the funds come in.

Mr. Tropila asked about the expense total on page 18 and if Ms. McIntyre felt we would be on budget. Ms. McIntyre felt we would actually come in under budget.

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 21-24. Upon hearing none, 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. DIRECTOR'S REPORT

Ms. McIntyre had one thing to add to her report. The Lieutenant Governor will be visiting the Library on June 30th from about 1:15p-2:00p. He will be talking to us about our census efforts, our hotspots, and our corona virus response.

Ms. McIntyre informed the board that the Library has received the "Certified COVID-19 Prevention Partner" certificate from the CCHD. Opening for limited hours has gone well and if cases remain low we will increase our hours open. Currently we are encouraging the use of masks, but Ms. McIntyre is considering making them required. A discussion was had regarding the mask use. Ms. McIntyre also stated that the drive through project is coming along, and that will help keep distance between patrons and staff.

Ms. McIntyre updated the board on the public meeting space remodel. The goal is to be done by the end of August.

Ms. McIntyre informed the board that SIRSI has been updated and is no longer charging late fines. After we run a report to forgive all current late fines we will work on creating a marketing plan to invite people back to the library.

Ms. McIntyre stated that the basement flooding information on her director's report has an error. TD&H has not yet submitted their plans to the Planning and Community Development department. She hopes it will be submitted soon.

The hotspots have arrived from the Montana State library. We have three that we will be loaning out through community partnerships. Ms. McIntyre has asked that the board approve the Borrower's Agreement and the updates to the Internet Use Policy to include hotspot usage. A discussion was had regarding the data provider, service and potential community partnerships.

Ms. McIntyre informed us that the city expects the library to receive around \$139,000 from the Calumet settlement. Ms. McIntyre will not be budgeting this and will be placing it into the Library Fund.

The library has applied to host a VISTA. It will provide a volunteer for 40 hours a week for an entire year, the cost to the library is \$5,000. This will be paid from the donation project line. A discussion was had regarding the process.

Ms. McIntyre has included an updated strategic plan in the board's packet. It includes all the accomplishments since the last meeting.

V. CHAIRMAN'S REPORT

Mr. Tropila wanted to say "Thank You" and it has been a wonderful 10 years on the board. He also thanked everyone for their participation and the Library foundation for their support.

VI. BOARD REPORTS

Ms. Bulger had nothing to report.

VII. PROPOSALS/COMMENTS FROM TRUSTEES

Ms. Weber had nothing to report.

VIII. GFPL FOUNDATION REPORT

Mr. Tacke informed us that the Foundation had a board meeting the day before; new officers were elected. The Bookmobile is the next big campaign coming up. Preparation for the annual book-a-thon will begin soon.

IX. OLD BUSINESS

Mr. Tropila asked if there was any old business to discuss. Hearing none, he moved on to New Business.

X. NEW BUSINESS

A discussion was had regarding the recommendation of Great Falls Library Board applicants.

Mr. Tropila asked if there were any questions; upon hearing none he would entertain a motion.

Ms. Olson moved that the Great Falls Library Board of Trustees recommend Jill Baker to the Great Falls City Commission for appointment to the Great Falls Public Library Board of Trustees. Ms. DeForest seconded the motion. Mr. Tropila opened for any board discussion or public comment. Mr. Tropila asked if there were any questions, upon hearing none Mr. Tropila called for a vote. Motion passed unanimously.

A discussion was had regarding the update of the WI-FI hotspot borrower's agreement and the updates to the internet use policy on pages 42 and 43.

Mr. Tropila asked if there were any other questions; upon hearing none he would entertain a motion.

Ms. Bulger moved that the Great Falls Library Board of Trustee approve the updated internet use policy and the WI-FI Hotspot checkout agreement 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.

XI. PUBLIC COMMENT

There was no other 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 5:30pm.