

**Great Falls Public Library  
Board of Trustees Board Meeting  
Tuesday, August 25, 2020  
Great Falls Public Library - Cordingley Room in Library basement  
4:30 p.m.**

BOARD MEMBERS PRESENT: Ms. Anne Bulger, Ms. Jill Baker, Ms. Whitney Olson, Ms. Sam DeForest and Ms. Susan McCord

BOARD MEMBERS ABSENT: None

EX OFFICIO BOARD MEMBERS PRESENT: Ms. Jane Weber (via Zoom)

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, Ms. Jordan Crosby of Ugrin, Alexander, Zadick, P.C.

Ms. Olson called the meeting to order at 4:30 pm.

**I. AGENDA APPROVAL**

Ms. Olson welcomed everyone and led introductions.

Ms. Olson asked if anyone had anything to add or remove from the agenda approval. Upon hearing none she asked for a motion to approve the agenda.

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

**II. CONSENT AGENDA**

Ms. Olson asked if there were any questions or comments from the committee regarding the consent agenda items on pages 1-34, and the personnel report on pages 43-44.

Ms. Bulger was thrilled to see our numbers returning to normal. Ms. Bulger asked if the bookmobile was running. Ms. McIntyre said it began running on a limited schedule near the end of June. Ms. McIntyre also stated that there has been concern with the fall schedule and the effect it will have on the colonies since the bookmobile will only be able to have one person on at a time due to COVID restrictions. Ms. Damyanovich has

been encouraging the colonies to utilize the hold service the library offers. Ms. DeForest asked if the bookmobile is using one of the hotspots the library has. Ms. McIntyre informed her that it is.

Ms. Olson asked for an explanation of the Great Falls Library Fund sheet on page 26. Ms. McIntyre explained it is a comparison of the library fund from 2019 through 2021.

Ms. McCord asked if the library will still be using services from Unique now that we no longer have late fines. Ms. McIntyre said we will still be using that service for lost and damaged materials.

Ms. DeForest asked if there was a reason that the gas (43430) and Building Repair (43620) on page 24 were so under budget. Ms. McIntyre stated that the gas savings were due to the efficiency of the new boiler and the replacement of the water pipes on the third floor came in under the expected cost.

Ms. Weber wanted to point out that the amount on the Library Support (33800) line on page 27 was from the county.

Ms. Olson asked why the telephone (43410) amount was so far over budget. Ms. McIntyre stated it was due to the late filing of the E-Rate availability.

Ms. McCord asked on the status of the library clerk position. Ms. McIntyre stated that interviews for that position are scheduled for Thursday.

Ms. Olson asked what goes into the 37110 regular interest line on page 23. Ms. McIntyre explained that 37110 is managed by the city. Ms. Olson also asked why the April numbers on page 17 were up since the building was closed. Ms. McIntyre explained that we moved the wireless hubs closer to the windows to cast the signal out farther. As a result many patrons used the internet outside the building while we were closed.

Ms. Olson asked if there were any other questions and if not she would entertain a motion to approve the consent agenda.

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

### **III. OPERATING VOUCHERS**

Ms. Olson asked about the payment to JETech. Ms. McIntosh indicated it was service and repair to our chiller system located on the roof.

Ms. Olson asked about the fabric purchases. Ms. McIntyre stated that Ms. McFadden has created take home mask kits for kids and that was what the fabric was needed for.

Ms. Olson asked what the charge from National Laundry was for. Ms. McIntyre stated it was for the purchase of hand sanitizer for the units located in the public areas of the library.

MS. Olson asked what the Gift Card Reimbursement was for. Ms. McIntyre informed us that it was for the Census, and the gift cards were going to be used as incentives for people to fill out their census.

Ms. Olson asked if there were any other questions and if not she would entertain a motion to approve the operating vouchers.

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

#### **IV. DIRECTOR'S REPORT**

Ms. McIntyre provided a review of her director's report items.

Ms. DeForest asked, regarding the drive through, what exactly needs to go in front of the commission. Ms. McIntyre stated that it is based on the dollar amount and the type of project it is. Ms. McIntyre proceeded to inform us of the process to put a project in front of the city commission.

Ms. McIntyre informed us that the bid for the basement flooding came in less than was expected, and will be submitted for city commission approval in September.

The library is moving forward in joining the Montana Shared Catalog. Ms. McIntyre informed us we have three weeks to go before the full transition.

A discussion was had regarding the Civic Engagement project. Ms. McIntyre informed us that due to COVID, the project would mostly be online and would focus on conversations with around 10 people to answer the question "What do you want your community to be?" This would allow a platform for people that don't often get a voice. Results would be highlighted and presented to the city commission.

Ms. McIntyre had one thing to add to her report. The Montana State Library has offered 49 more hot spot devices. We expect to receive them by mid-September. The library plans to offer more locations in the community as well as allowing the public the opportunity to check them out like they would with other materials from the library.

**V. CHAIRMAN'S REPORT**

Ms. Olson had nothing to report.

**VI. BOARD REPORTS**

There was nothing to report.

**VII. PROPOSALS/COMMENTS FROM TRUSTEES**

There was nothing to report.

**VIII. GFPL FOUNDATION REPORT**

Mr. Tacke informed us that the Foundation will be having a meeting next month. The Marketing committee is working on the bookmobile campaign. It was decided that the bookmobile and the Book-a-thon will be combined under one campaign.

The foundation is also considering creating a paid Executive Director position. Mr. Tacke will have more to report next month.

**IX. OLD BUSINESS**

Ms. Olson asked if the visit from the Lt. Governor went well. Ms. McIntyre said it went great. It received some publicity, with the focus being on the Census efforts from the library.

**X. NEW BUSINESS**

Ms. Crosby of Ugrin, Alexander, Zadick, P.C. is present to discuss a discrimination case involving the library.

Mr. Tacke and Ms. Weber both excuse themselves from the meeting at this time.

At 5:30pm, Ms. Olson asked for a motion to enter into Executive Session.

Ms. DeForest moved that the Great Falls Library Board of Trustees enter into Executive Session. Ms. Baker seconded the motion. Ms. Olson opened for any board discussion or public comment. Ms. Olson asked if there were any questions, upon hearing none she called for a vote. Motion passed unanimously.

**\*\*\* Executive Session Begins \*\*\***

[REDACTED]

\*\*\* Executive Session Ends \*\*\*

At 6:08pm, Ms. Olson asked for a motion to adjourn the Executive Session.

Ms. McCord moved that the Great Falls Library Board of Trustees adjourn Executive Session. Ms. Bulger seconded the motion. Ms. Olson opened for any board discussion or

public comment. Ms. Olson asked if there were any questions, upon hearing none she called for a vote. Motion passed unanimously.

A discussion was had regarding the election of officers (chair and vice-chair).

Ms. Olson asked if there were any questions regarding the appointment of the board chair; upon hearing none she would entertain a motion.

Ms. Bulger moved that the Great Falls Library Board of Trustee appoint Ms. Olson to the position of board chair. Ms. DeForest seconded the motion. Ms. Olson opened for any board discussion or public comment. Upon hearing none Ms. Olson called for a vote. Motion passed unanimously.

Ms. Olson asked if there were any questions regarding the appointment of the board vice-chair; upon hearing none she would entertain a motion.

Ms. DeForest moved that the Great Falls Library Board of Trustee appoint Ms. Bulger to the position of board vice-chair. Ms. McCord seconded the motion. Ms. Olson opened for any board discussion or public comment. Upon hearing none Ms. Olson called for a vote. Motion passed unanimously.

A discussion was had regarding the scheduling of the Montana Public Library Standards requirements on pages 83 through 94.

Ms. Olson asked if there were any other questions; upon hearing none she would entertain a motion.

Ms. Baker moved that the Great Falls Library Board of Trustee approve the proposed schedule for completion of the Montana Public Library Standards as presented. Ms. DeForest seconded the motion. Ms. Olson opened for any board discussion or public comment. Upon hearing none Ms. Olson called for a vote. Motion passed unanimously.

## **XI. PUBLIC COMMENT**

There was no other public comment.

## **XII. ADJOURNMENT**

Ms. Olson asked if there were any other questions; upon hearing none she would entertain a motion.

Ms. McCord moved that the Great Falls Library Board of Trustee adjourn the meeting. Ms. Bulger seconded the motion. Mr. Olson opened for any board discussion or public comment. Upon hearing none Ms. Olson called for a vote. Motion passed unanimously.

Ms. Olson adjourned the meeting at 6:21pm.