

**Great Falls Public Library
Board of Trustees Board Meeting
Tuesday, September 22, 2020
Great Falls Public Library - Cordingley Room in Library basement
4:30 p.m.**

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

BOARD MEMBERS ABSENT: None

EX OFFICIO BOARD MEMBERS PRESENT: Ms. Jane Weber (via zoom); Ms. Mary Moe

EX OFFICIO BOARD MEMBERS ABSENT: None

STAFF PRESENT: Ms. Susie McIntyre, Ms. Rae McFadden, Ms. Sara Linder-Parkinson and Mr. Aaron Kueffler

GUESTS PRESENT: Mr. Bill Tacke - GFPL Foundation Liaison; Ms. Jenn Rowell - The Electric.

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

Staff introductions began with Public Services Librarian Ms. Linder-Parkinson followed by Youth Services Librarian Ms. McFadden

I. AGENDA APPROVAL

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

Ms. Bulger moved to approve the agenda 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.

II. CONSENT AGENDA

Ms. Olson asked if there were any questions or comments from the committee regarding the consent agenda items on pages 1-22, and the personnel report on page 25.

Ms. Olson noted that on page one, second paragraph of the agenda approval; it has Mr. Olson instead of Ms. Olson.

Ms. McCord asked about the statistics from last October. Ms. McIntyre said it was due to Kids Place programs and the fact that we typically see an upswing in the fall.

Ms. DeForest asked if we were allowing volunteers back into the library since we have statistics for August. Ms. McIntyre explained that the statistics are from the Genealogy and AAUW groups that rent space at the Library. They are all volunteers and we record their hours. We are not allowing Library volunteers to return until Stage 3.

On page 16, Ms. DeForest asked why there were funds in 35210 (Overdue Book Fines) when we are fine free. Ms. McIntyre explained that every year the AAUW gives us a contribution and it got entered into that line item.

On page 18, Ms. Baker asked what the \$7,475 in 43590 (Other Professionals Services) was for. Ms. McIntyre informed her that it was the charge from TD&H for the Topographic Survey.

On page 15, Ms. Olson asked about the \$72 in 33134 (Cares Grant). Ms. McIntyre informed us that the Cares Grant will be used for the drive-through project. Ms. McIntyre was unsure why the amount was so low. Mr. Kueffler will look into it and let everyone know what he finds at the next board meeting.

On page 24, Ms. DeForest asked what was purchased at Cassiopeia Books. Ms. McIntyre said that if an item cannot be purchased through our regular providers, or if an item is backordered, it is sometimes quicker to purchase it in town. This is likely the reason for the Cassiopeia Books charges.

On Page 4, Mr. Tacke asked that it be added that he and Ms. Weber excused themselves from the meeting before Ms. Olson asked for a motion to enter into Executive Session.

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

Ms. DeForest moved to approve the consent agenda as presented. Ms. McCord 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 if there were any questions or comments from the committee regarding the operating vouchers on pages 23-24.

Ms. Olson stated that she appreciated the addition of FAP on items purchased for Foundation Approved Projects.

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

Since the staff introduction took place at the beginning, Ms. McIntyre moved on to the Public Meeting Space remodel. Ms. McIntyre was excited for everyone to see the progress of the remodel. The carpet should be installed before the next board meeting. We are still working on quotes for the sound system.

Ms. McIntyre informed us that she should have the date on when the construction will start for the basement flooding at the next meeting.

Ms. McIntyre was happy to report that the Montana Shared Catalog went live on the 14th. We are the first library to join during COVID so some of it wasn't a typical transition. Typically a staff of four is sent to help with transition and training. They did not do that because of COVID. Staff did have training that was created in house. Some hiccups have occurred but it is working.

Ms. Bulger asked about the Shared Catalog and will it speed up holds. Ms. McIntyre said that joining the shared catalog is the first step. Having a few months on the shared catalog to get out all the kinks and bugs worked out we will then join the Partners. Then people will be able to place hold on items instead of using InterLibraryLoan (ILL).

Ms. Weber wanted to congratulate the library staff for going above and beyond and they have done an incredible job.

Ms. McIntyre informed us that we have 49 more hotspots and will be working on getting them ready for checkout.

The VISTA applicant that we chose declined the offer and we have offered to a second applicant. Ms. Weber asked if the applicant was out of state. Ms. McIntyre said yes, but the applicant also had family issues. Ms. DeForest asked if the new applicant was from out of state. Ms. McIntyre said yes.

The partnership with the job service has gone well. The program has already assisted 58 people.

Ms. McIntyre informed us that the library now offers wireless printing. Ms. DeForest ask if people just pay at the counter. Ms. McIntyre said that when someone sends something wirelessly from their phone or at home, the item will show up on the release station. Then the person just selects the item and pays at the coin box just like people printing from the public computers.

Ms. Olson asked if the RFID project can be done with Envisionware. Ms. McIntyre said yes, and that she is working on moving over to an RFID system within the next year or two.

Ms. McIntyre informed us that the Library will be hosting City 101 on the 23rd. Ms. DeForest asked why they choose the Library. Ms. McIntyre said that the City 101 class was originally scheduled back in March and was postponed. Different City Departments take turns hosting the City 101 classes. Because this class was at the Library, we were able to provide a tour for participants.

V. CHAIRMAN'S REPORT

Ms. Olson informed us that the Missoula Library has invited her to a tour of their facilities. She has asked if anyone else on the board would like to come along. Ms. McIntyre reminded everyone that a public notice of potential quorum will need to be issued if more than one board member goes.

Ms. Olson will send out a doodle with some possible days and times.

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 had their summer meeting yesterday. He informed us that Ms. Sandy Rice has joined the Foundation board.

Mr. Jamie Ford will be moving to Belgrade. He will be helping out as much as possible and will transition off of the board by January.

The bookmobile campaign is underway. It will be combined with the Book-a-thon drive. The Fall newsletter will be coming out soon with more information. The Great Falls High School videography class that did the successful commercial last year will be doing it

again this year. Mr. Tacke mentioned that the Foundation has already received around ten thousand dollars and that is without any advertising. In addition to the campaign, Ms. Rice is working on possible grant funding.

It was decided that the time is not right to hire a full time executive director. So the Foundation will be staying with a contract based position. The position is estimated at around 40 hours per month; could be more or less depending on the month and the event.

The Foundation has decided not to do the "Raise a Pint" night this year due to COVID.

The next Foundation meeting will be in January.

IX. OLD BUSINESS

COVID-19

Ms. Olson started a discussion of how the Library was providing services during the COVID-10 pandemic. Ms. McIntyre stated that most people are willing to wear a mask. Unfortunately a lot of staff time is spent reminding patrons to correctly wear the mask. Ms. McIntyre provided information about an incident in which two patrons refused to wear masks and refused to leave the Library. Ms. McIntyre reminded everyone that the police will escort patrons from the library if they break a library policy but the police will not respond if it is just someone not wearing a mask. Ms. McIntyre said that she informed the two patrons that if they did not wear a mask they would not be able to utilize library services. They refused to leave and stayed for an hour.

The Board discussed options if problems with masks escalate. Ms. McIntyre stated that isolated incidents such as the recent one with two people seemed manageable, but that she had concerns if such situations become more frequent or involve more people. It was confirmed that Ms. McIntyre has been given authority to make decisions regarding COVID safety at the Library; Ms. McIntyre stated that if a situation escalated and felt unsafe for the staff or for the public she would close the Library. Ms. McIntyre informed us that she has been in contact with other libraries for their input. Some are just not open to the public. Some have hired security guards and others are experiencing the same issues. Ms. McIntyre feels the community has enough tension at the moment and she has no desire to escalate the situation.

Ms. Olson asked what type of guidance is needed especially since we are heading into the winter months when people utilize the library to stay warm. Ms. McIntyre stated that when COVID first started library staff were staffing the doors. Some libraries are being more restrictive by limiting the number of hours open and the number of people in the library at one time.

Ms. DeForest asked if we could change the wording of the policies so that the law enforcement would be able to support mask enforcement. Ms. McIntyre clarified that the Police Department is quite busy and has made the decision that they will not provide assistance in enforcing mask requirements. Ms. DeForest then asked if we could designate an area in the library as a no mask zone. Ms. McIntyre said that is a possibility.

Ms. McIntyre just wanted to let the board know what has been happening and make sure they are aware. Most people respond to kind requests to wear their mask appropriately or choose to leave. Ms. McCord said the board trusts Ms. McIntyre to analyze the situation and act appropriately. Ms. McIntyre said she will continue to stress to people that she doesn't want to close the library but that if she staff or patron safety is compromised then she will do so.

Mr. Tacke asked if people could be signed in to assist with contract tracing. Ms. McIntyre said that we could not do that due to privacy issues.

Ms. Moe stressed the importance of patron safety.

Ms. Olson informed Ms. McIntyre that the board continues to give her full authority in COVID decisions.

Ms. Olson asked that COVID-19 remain on old business for the next board meeting.

LIBRARY STANDARDS CALENDAR:

Ms. McIntyre reminded the board that next month, the Board will review the by-laws. A copy of the by-laws is in your September Board packet so that there is enough time for them to be thoroughly reviewed.

DIRECTOR REVIEW:

Ms. Olson informed us that the Director review was very positive.

Ms. Olson asked if there were any other questions; upon hearing none she moved on to new business.

X. NEW BUSINESS

Ms. Olson introduced Ms. Moe and welcomed her to the Library board.

Ms. Moe let everyone know she is the new city commission liaison. She is replacing Mr. Robinson. She will try and answer questions from a city commission position.

Ms. Olson welcomed Ms. Moe to the board.

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. Ms. 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 6:02pm.