

Great Falls Public Library
Board of Trustees Board Meeting
Tuesday, November 24, 2020
Great Falls Public Library - Cordingley Room in Library basement
(Virtual access to meeting was available upon request)
4:30 p.m.

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

BOARD MEMBERS ABSENT: Ms. Jill Baker

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

EX OFFICIO BOARD MEMBERS ABSENT:

STAFF PRESENT: Ms. Tina Cowhick, Ms. Kathy Wight, Ms. Susie McIntyre, and Mr. Aaron Kueffler

GUESTS PRESENT: Mr. Bill Tacke - GFPL Foundation Liaison (via zoom), and Ms. Jenn Rowell - The Electric (via zoom)

Ms. Olson called the meeting to order at 4:34 pm.

I. AGENDA APPROVAL

Ms. Olson asked if anyone had any additional items to add or remove from the agenda approval.

Ms. Bulger moved to approve the agenda as presented. 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.

At this time Ms. McIntyre asked Ms. Cowhick and Ms. Wight to give a brief overview of who they are, what they do, and how long have they worked at the library. Both Ms. Cowhick and Ms. Wight left the meeting after their introduction.

II. CONSENT AGENDA

Ms. Olson asked if there were any questions or comments from the committee regarding the consent agenda items on pages 1-28, and the personnel report on page 33.

Ms. Bulger had a question regarding a paragraph (seventh paragraph down) on page 11. When reading the paragraph it is not clear and a bit confusing. Ms. McIntyre stated that we will fix it.

Ms. Bulger had a question on page 15. She asked why the totals on November and December were purple instead of blue. Ms. McIntyre pointed out that the stats for November and December have not yet been entered and the purple reflected 2019 totals.

Ms. McCord asked why the October numbers, on page 16, were so low. Ms. McIntyre stated it was a combination of the library being closed for the week and the reports generated from the MSC. Ms. McIntyre says November's totals should be higher.

Ms. McCord had a question on page 24, line item 36510. She asked where the contributions and donations come from for the \$10,000.00. Ms. McIntyre stated that this was budgeted to make up for the lack of revenue due to going fine free. The plan was to have the fine free fun run and to ask the Friends of the Library for support from the book sale. Both were canceled due to COVID. Since we get to ask the Foundation for project funds twice a year, we may ask for support in that area.

Ms. Bulger asked if Ms. McIntyre could explain the Deductible Insurance Recovery line item on page 26 (line item 48659). Ms. McIntyre explained that when we have an insurance claim, the MMIA pays it that Fiscal Year, then charges the deductible the next Fiscal Year.

Ms. DeForest asked how the city software transition was going. Ms. McIntyre said they have had some issues. Currently they cannot process physical checks. We have had to wire payment to some vendors and have been paying some bills with the credit cards until it is resolved. Ms. McCord asked if staff were getting their paychecks. Ms. McIntyre informed us that staff paychecks are direct deposited and has not been an issue. Ms. McCord asked how long this has been going on. Ms. McIntyre stated it has had issues since July when the city switched over. The check issue has been for about three weeks.

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

Ms. McCord 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 if there were any questions or comments from the committee regarding the operating vouchers on pages 29-32.

Ms. Olson asked if the ProQuest LLC on page 31 was the cost for the Great Falls Tribune. Ms. McIntyre explained that the charge is our annual fee for the microfilm of the Great Falls Tribune.

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. 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.

IV. DIRECTOR'S REPORT

Ms. McIntyre informed us that the benches in front of the library were purchased with the CARES grant money. We will also be getting outside Wi-Fi spots to boost the signal.

Ms. McIntyre informed us that Ms. Baker has resigned from the board. She has been hired as the new Executive Director of the Great Falls Public Library Foundation. It is sad for us but great for the foundation. The opening for the Library Trustee is listed on the city website and Mr. Kueffler has contacted previous applicants to see if they would like their applications added to the pool. The listing will close December 1st, and we will have the applications ready for you to review and vote on at the next board meeting. The name of the selected candidate will then go to the City Commission for approval in January. It was asked how the response was with the past applicants. Mr. Kueffler informed us that the response was positive and they all asked to be considered again.

Ms. McIntyre informed us that the basement remodel is basically complete, and the pick-up window project is completed. Ms. McIntyre stated that the pick-up window has worked really well. Ms. Bulger mentioned that she has used it and that it was very "slick" to pull up and get her holds.

Ms. McIntyre stated that Capcon has been working hard on the basement flooding project. United Materials should finish the sidewalk work on Monday. Capcon is expecting to be finished by December 11th.

Ms. McIntyre informed us that staff will be doing some different holiday celebrations this year. We will be practicing social distancing but plan on having a holiday movie and setting up holiday decorations in the library as well as an ugly sweater contest.

Ms. McIntyre state that the Job Service will not be inside the library for awhile. We are setting up a Book-a-Coach program that will begin next week. We will have a computer with a headset set up where patrons can schedule a virtual appointment with job service. Ms. DeForest asked why they cannot be in the Library. Ms. McIntyre said it was

due to a state directive. Ms. DeForest ask if the program was working well before they couldn't come in the library. Ms. McIntyre said it was working and the program has helped over forty people in the last month.

The Hot Spots are checking out. Ms. McIntyre brought one to show everyone what they looked like. They are very popular; as soon as we get one processed it gets checked out. About forty are currently checked out. A lot of people have signed up for Library Cards for the purpose of checking out the Hot Spots. Ms. DeForest asked how people heard about it. Ms. McIntyre stated we have done a lot of word of mouth and social media notifications and we have been working with the School District as well. Ms. Olson asked who the internet provider was. Ms. McIntyre said most are T-Mobile, but we have three that are Verizon. Ms. Olson asked how the coverage was around the county. Ms. McIntyre said it is good where it is good, but places like Monarch and Neihart don't get a strong signal. The places that have good cell phone coverage are the best. Ms. DeForest asked if we are concerned with the Hot Spots not being returned. Ms. McIntyre said we are not concerned. If they are late we can just turn them off. Missoula and one other library have been offering hotspots for a couple years and have had very low loss rates. The state library also has all the Hot Spots insured so we can get replacements.

Amy Truong has accepted the VISTA position. She will begin working on December 7th.

The Library has signed up for SHOUTBOMB, a texting service through the Montana Shared Catalog. This will allow us to send notices to patrons via text. It is a supplement to the email and mail notices.

Ms. McIntyre informed us that many schools and colonies where the bookmobile stops have had a rise in COVID cases. As a result we are setting up contactless procedures. Ms. Jess Damyanovich has been training the bookmobile patrons how to place holds. She is using the van to make deliveries where patrons will drop their books in a box when returning books and pick up their holds. This will allow for an open space for interacting. Ms. Weber thanked Ms. McIntyre for always finding a solution when something comes up. Ms. McIntyre stated that it was Ms. Sara Linder-Parkinson and Ms. Damyanovich who came up with the plan.

Ms. McIntyre gave an update on the strategic plan. We have not done well with Goal #3 (Community Engagement) due to COVID, but have been doing very well with the other goals. Ms. Bulger feels like the Library has made huge strides in accomplishing the goals and is very impressed.

V. GFPL FOUNDATION REPORT

Mr. Tacke informed us that the Foundation has hired Ms. Jill Baker as the New Executive director. She is training with Ms. DeAnn Andre currently and will take over duties starting January 1st.

The bookmobile/Book-A-Thon campaign is underway. Donor letters have gone out, and the PSA's are out. A marketing meeting occurred last week, and it was reported that over three hundred donors have already donated and over 60 were new donors. Over \$54,000 has come in specifically for the bookmobile. The goal is to get the bookmobile donations up to \$150,000; that is when an additional grant of \$50,000 will kick in. The overall goal is \$250,000.

Mr. Tacke and Ms. McIntyre had an interview with KGPR last Saturday. Ms. Weber stated that it was an excellent interview and both Ms. McIntyre and Mr. Tacke covered it well.

The PSA's have gone out to both radio and TV and a link to the PSA video is on the foundation website. At this point Ms. McIntyre played the video for us to see. Mr. Tacke thanked everyone involved with the making of the PSA.

VI. CHAIRMAN'S REPORT

Ms. Olson informed us that she had a tour of the Missoula Library. It is currently not open to the public. She gave a description on what she saw. She is encouraging a group trip for board members when it opens.

VII. BOARD REPORTS

There was nothing to report.

VIII. PROPOSALS/COMMENTS FROM TRUSTEES

There was nothing to report.

IX. OLD BUSINESS

COVID-19

Ms. Olson asked if anything happened after the motion that was passed at the last meeting. Ms. McIntyre said that a letter was sent to Ms. Short and that she has had no response.

Ms. McIntyre informed us that she has been having conversations with other libraries. Currently of the big six libraries in Montana only two are open to the public; Flathead

County and Great Falls Public Library. Smaller libraries are a mix. The management staff at the library has had a lot of discussion on how to be safer. A discussion was had on some of the options discussed. At the moment the Library will continue to do what it has been doing to keep patrons and staff safe. If the Library has to close to the public, we will continue to offer drive-up window service. Keeping the entire staff busy may be a challenge. Ms. McIntyre asked for input from the board on staying open or closing to the public. Ms. DeForest asked why the other libraries have closed. Ms. McIntyre believes that Billings and Missoula were asked to close by their health department. Lewis & Clark had an exposure and are currently in the middle of a remodel. Ms. DeForest asked if our health department has weighed in. Ms. McIntyre said they have not but they do feel our precautions are appropriate. Ms. DeForest asked if we have noticed more people in the library due to the cold outside. Ms. McIntyre doesn't feel like we have had more people than usual. Ms. McCord stated that her first reaction is to stay open. She understands that there is a risk, but the Library has been meeting, discussing and practicing being safe and we are offering alternatives to high risk staff working from home. Ms. McCord feels the library is necessary. Ms. McIntyre agreed.

Library Standards Calendar - Personnel Policy Review

Ms. McIntyre reminded the group that the Library uses the City of Great Falls Personnel Policy. The board can approve it or provide suggested changes to the City of Great Falls Human Resources department.

Ms. McCord moved that the Great Falls Library Board of Trustees approve the City of Great Falls Personnel Policy as presented. Ms. Bulger seconded the motion. Ms. Olson opened for any board discussion or public comment. Ms. Olson pointed out that both Ms. Moe and Ms. Weber have left the meeting and did not have a chance to weigh in. Upon hearing no other comments Ms. Olson called for a vote. Motion passed unanimously.

X. NEW BUSINESS

2021 Library Holiday Schedule

Ms. McIntyre pointed out that a lot of holidays occur on a Monday next year. As part of the union contract, if a union member works Monday-Friday, they will have the Monday off. If they work Tuesday –Saturday they will have the Tuesday off and managers will cover the open shifts. Managers will not be able to take that Tuesday off, but can take another day within the pay period.

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

Ms. Bulger moved that the Great Falls Library Board of Trustees approve the 2021 Library Holiday Schedule 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.

2021 Library Board Meeting Schedule

Ms. McIntyre pointed out that historically no meeting is held in July. She is suggesting we change that to August so we can vote on officers in July. Ms. Bulger and Ms. McCord stated they would not be able to attend the meeting in July due to prior engagements. Ms. Olson asked if changing the July date would be more accommodating. Both stated that an earlier date in July would work better. Ms. McIntyre stated that the board can approve the schedule as is and then vote at a later date to move the July meeting. Ms. Olson asked if there were any other questions; upon hearing none she would entertain a motion.

Ms. DeForest moved that the Great Falls Library Board of Trustees approve the 2021 Library Board Meeting Schedule as presented. 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.

Discussion to add attorney on an hourly retainer.

Ms. McIntyre stated that this would be a smart thing to do. Since the need would be random, we could negotiate a higher rate per hour and only pay when needed. It would be an expense that will need to be added to the budget. Ms. Bulger asked what the cost would be to place someone on retainer. Ms. McIntyre said it would be based on how often we would need one. She expects it to be around \$150-300 per hour when we use them. Ms. Olson asked if we should reach out to Ms. Jordan Crosby for a proposal. Ms. McIntyre said she could reach out with the board's permission. The board agreed that Ms. McIntyre could move forward and contact Ms. Crosby. Ms. Olson asked why the city attorney isn't more involved. It is Ms. McIntyre understanding that City sees the Library board as being in charge of policy and it would be a conflict for the city attorney to tell the board what to do for policy. Ms. McIntyre stated that the City Attorney has helped on trespassing issues. That is because the name on the trespass order is the City Manager since Ms. McIntyre can only ban a patron. Ms. McIntyre said that she can reach out to the city attorney and see if they could offer more support. Ms. McCord recommended that Ms. McIntyre contact Ms. Crosby for a proposal, talk to the city attorney to see what she has to say and then report back next month.

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. Bulger moved that the Great Falls Library Board of Trustees adjourn the meeting. 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.

Ms. Olson adjourned the meeting at 5:49pm.