

**Great Falls Public Library**  
**Board of Trustees Board Meeting**  
**Tuesday, November 28, 2023**  
**Great Falls Public Library – Cordingley Room (Basement of the Library)**  
*(Virtual access to meeting was available upon request)*  
**4:30 p.m.**

BOARD MEMBERS PRESENT: Ms. Anne Bulger, Ms. Jessica Crist, Ms. Sam DeForest, Ms. Noelle Johnson

BOARD MEMBERS ABSENT: Ms. Whitney Olson

EX OFFICIO BOARD MEMBERS PRESENT: Ms. Rae Grulkowski - Cascade County Commissioner, Ms. Susan Wolff - City of Great Falls Commissioner

EX OFFICIO BOARD MEMBERS ABSENT: None

STAFF PRESENT: Ms. Amanda Best, Mr. Aaron Kueffler, Ms. Susie McIntyre, Mr. Jake Sorich, Ms. Debbie Stewart

GUESTS PRESENT: Ms. Sandy Rice – GFPL Foundation liaison, Ms. Brianne Laurin- GFPL Foundation Executive Director, Keith Duncan – Resident of Great Falls, Richard Irving – Resident of Great Falls, Alice Klundt – Resident of Great Falls, Dave Powers – Resident of Great Falls, David Price – Resident of Great Falls, Bill Tacke – Resident of Great Falls, Jenn Rowell – The Electric (via zoom), Susan Ploplys (via zoom)

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

**I. AGENDA APPROVAL**

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

Ms. Crist moved that the Great Falls Public Library Board of Trustees approve the agenda items as presented. Ms. DeForest seconded the motion. Ms. Bulger opened for any board discussion or public comment. Upon having none, Ms. Bulger called for a vote. Motion passed unanimously.

**II. STAFF INTRODUCTIONS**

Ms. Debbie Stewart and Ms. Amanda Best introduced themselves and talked about their positions at the Library and how they came to be at the Library. When finished, they left the meeting.

### **III. PUBLIC COMMENT**

Mr. Irving addressed the board. He commented on patron behavior, recordings on language learning systems, Dec meeting online notice being unclear, and library levy.

### **IV. CONSENT AGENDA**

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

Ms. Crist requested that on page 3, paragraph 2, after the last line to add "...given that Board Members already receive them by email when they are sent to the media."

Ms. Johnson asked about statement "Ms. McIntyre answered questions as they were asked". She referred to the vagueness of this as questions asked in October involved financial information. Ms. Johnson shared that this is formal record of meeting so public, even in 6 months, can know what happened at meeting. The phrase "answered questions" doesn't explain well what happened. Ms. McIntyre explained that the way minutes have been done has changed. It used to be simple, went to nearly word-for-word, and then has returned to what it is now. More detail can be added.

Ms. Johnson asked that Ms. Bulger requesting the board packet be available on line be added since it was discussed at the last meeting.

Ms. Johnson asked for clarification on the numbers running along the side of the volunteer statistics graph. Ms. McIntyre stated they were hours of service and we would update future volunteer graphs to reflect that.

Ms. DeForest asked how the bookmobile stats were being recorded. Ms. McIntyre stated that Ms. Damyonivich tallies by hand, and when a school group visits, the school provides how many students participated.

Ms. Johnson asked why the totals on line item 415100 were not adding up compared to last month's report. Ms. McIntyre stated she was not sure but would look into it.

Ms. Johnson asked for an explanation on why electricity was so low. Ms. McIntyre explained that we are not directly billed for electricity, that it comes from the city. The amounts will change as the city enters their totals.

Ms. DeForest asked if the software issue we have been having has been resolved. Ms. McIntyre stated that the city was returning to their old software, but it would be awhile before it is active.

Ms. Bulger asked if there were any additional questions or comments from the committee regarding the consent agenda. Upon hearing none she asked for a motion.

Ms. DeForest moved that the Great Falls Library Board of Trustees approves the consent agenda as presented. Ms. Crist seconded the motion. Ms. Bulger opened for any board discussion or public comment. Mr. Irvine gave public comment. He wondered about putting up agenda items on screen as is done at other board meetings/ city meetings. Ms. Bulger called for a vote. Motion passed with a vote of 3 in favor and 1 against.

## **V. DIRECTORS REPORT**

Mr. Sorich presented his Social Media Statistics report.

Ms. McIntyre presented her Director's report.

Ms. Johnson asked where the funding for the capital campaign will be coming from. Ms. McIntyre stated that funds will come from Private and Public Grants as well as donations. Ms. McIntyre also stated that the Foundation has already secured \$420,000.00, and will be funding the RFP through a Foundation Approved Project Request.

Ms. DeForest asked if the remodel design would resolve the 2<sup>nd</sup> floor bathroom issues. Ms. McIntyre stated that it would. She stated that the current bathroom was added at a later date resulting in pipes being installed in a configuration that had several turns and caused multiple backups. The remodel would fix this issue.

Ms. Johnson requested that more detailed statistics be given regarding the expanded bookmobile outreach. Ms. McIntyre made note of the request.

Ms. Johnson asked how the expanded early literacy services, teens and youth adult, and adult and family services will be tracked. Ms. DeForest added the question of what does success look like for the library in regards to Ms. Johnson's question. Ms. McIntyre stated that she will be tasking the library's managers with developing a plan on what success looks like. She will present the plan to the board when it is ready.

Ms. DeForest asked how the implementation of improving library safety has been going. Ms. McIntyre stated that Many Rivers has been sending one person over for 2 hours a day in the afternoons. They are not doing counseling, but are offering staff support, staff training and ways to deescalate situations. Ms. DeForest asked how long this will continue. Ms. McIntyre said the program will end in October 2024, but may be extended.

Ms. Johnson asked how many people attended the Volunteer Appreciation Dinner. Ms. McIntyre stated about 20 attended. Ms. Rice said she attended as well.

## **VI. GFPL FOUNDATION REPORT**

Ms. Rice informed everyone that the fall newsletter is out. The Book-A-Thon is still in progress and the PSA is ready. A premiere for the PSA will be at 10am on December 7<sup>th</sup> at Great Falls High School.

## **VII. CHAIRMAN'S REPORT**

Nothing was reported.

## **VIII. BOARD REPORTS**

Ms. Deforest gave a Pathfinder report. Due to the storm, Ms. DeForest and Ms. McIntyre were not able to attend in person but attended via zoom.

## **IX. PROPOSALS/COMMENTS FROM TRUSTEES**

Ms. Johnson proposed adding a quarterly budget report to the board packet. She feels this may solve the issue of the Year to Date reports not being accurate. Ms. McIntyre stated that she had concerns adding another report and asked that she be able to set-up a plan to present.

Ms. Bulger explained her experience using the Mango Language software that the Library now offers. She was pleased with the software and with the support staff of Mango Languages.

## **X. OLD BUSINESS**

### BY-LAW REVIEW:

Ms. Bulger asked if there were any comments regarding the By-law review. Ms. Crist asked background questions of the wording. Ms. McIntyre stated she had no background information on the wording of the by-laws.

Ms. Bulger asked if there were any additional comments. Upon hearing none she called for a motion.

Ms. Johnson moved that the Great Falls Public Library Board of Trustees approve the by-laws as amended. Ms. DeForest seconded the motion. Ms. Bulger opened for any board discussion or public comment. Mr. Irving gave public comment. Ms. Bulger called for a vote. Motion passed unanimously.

### RULES OF CONDUCT:

Ms. Bulger asked if there were any comments regarding the Rules of Conduct and Procedure of Board of Trustee Meetings.

Ms. Crist recommended changing the wording on page 91, under the section 1.1 Regular Meetings, last line to read “The Board generally omits one monthly meeting each year, on a month determined by the board.”

Ms. Bulger asked if there were any additional comments. Upon hearing none she called for a motion.

Ms. Crist moved that the Great Falls Public Library Board of Trustees approve the changes to the rules of conduct and procedure of Board of Trustee meetings as amended. Ms. DeForest seconded the motion. Ms. Bulger opened for any board discussion or public comment. Mr. Irving gave public comment. Ms. Bulger called for a vote. Motion passed unanimously.

#### PUBLIC LIBRARY STANDARDS ROAD MAP:

Ms. McIntyre presented the Public Library Standards Road Map. Ms. Crist would like to talk about some of the additional options at a later date. Ms. Bulger stated there were a lot of optional standards we could pursue, she suggested taking one at a time to discuss. Ms. Johnson agreed and suggest one section per meeting. Ms. McIntyre liked the idea and reminded the board that in 2024 they will have the Policy Manual review and the road map review can also be broken up to review different sections monthly.

Ms. Johnson stated she was surprised to see another ask for a mill levy in 2028. Ms. McIntyre stated that this is a road map created by the Montana State Library as a way to encourage libraries to develop and enhance services. It is a road map for the board to review and to choose what level they would like to participate in.

#### LIBRARY PARK TASK FORCE:

Ms. Bulger asked if there were any comments regarding the Library Park Task Force motion. Ms. Crist gave an overview of the Library Park Task Force committee. She reminded everyone that the committee was made up of neighbors, staff, board members, and foundation members.

Ms. Rice, a member of the committee, stated that the proposal was put together well, and stated a quick, and least expensive option for the park area.

Ms. Crist moved that the Great Falls Public Library Board of Trustees approve the Library Park Task Force Report, and to direct the library director to seek funding and carry out the suggested actions of removing the library band shell, seeking funding from the foundation, obtaining professional assistance for future park planning, reclaiming the park by developing enhanced outdoor programming and developing the park landscaping. Ms. DeForest seconded the motion. Ms. Bulger opened for any board discussion or public comment.

Ms. Klundt gave public comment. She indicated that the removal of the band shell would be sad, but she understood the need to remove it due to the unsavory activities that have been occurring. The Task Force clarified that the removal of the bandshell would not mean the end of concerts and other performances in the Library Park.

Ms. DeForest questioned if removing the shell would solve anything. Ms. McIntyre stated that it would make it easier to monitor the activity in the park and would be one component in reclaiming the park. The Library will also be hiring safety specialists and enforcing the new patron behavior policy.

Ms. Crist stated that the purpose of the task force was not to solve the homeless problem, but to reclaim the park for library patrons and functions.

Ms. McIntyre stated that everyone is welcome to use the library park, as long as they follow Library rules. Problems in the park need to be managed. Ms. Bulger stated that this was a small step for us to provide more to the community.

Ms. DeForest asked if we should have more neighborhood input.

Ms. McIntyre stated that Ms. Rice was on the Library Task Force committee and represented Neighborhood Council #7, the district that the Library Park is located in.

Ms. Johnson had several concerns including that that seven different actions were under one motion and with the wording regarding the seeking of funding. Ms. Johnson stated that she was uncomfortable with the lack of oversight given to the director. Ms. Johnson moved to Amend the Motion to read "Great Falls Public Library Board of Trustees approve the Library Park Task Force Report, and to direct the library director to seek bids for the tear down of the bandshell." Ms. DeForest seconded the motion to amend. Ms. Bulger opened for any board discussion or public comment.

Ms. McIntyre stated that the first step would be to seek funding. As the costs of removing the bandshell and renovating the Library Park are not in the FY2024 Library budget approved by the board, the director would need to seek funding from either from the Foundation, a donation, a grant or a combination of those sources. As proposed, the park project would not be funded by tax payers but by outside funding. Ms. McIntyre reminded the board of the necessity of seeking funding before seeking bids. The Task Force had already done preliminary work and had ideas of costs.

After further discussion, Ms. Bulger called for a vote on the amendment. The Motion to Amend failed. Ms. Bulger then called for a vote on the original motion which also failed.

Ms. Johnson reminded everyone that the report says recommendations and not directives. Ms. Crist clarified that the Park Task Force did not have the ability to direct the Library and so made recommendations so that the Board could take proper action.

Ms. Johnson made a motion that the Great Falls Public Library Board of Trustees accept the Library Park Task Force Report. Ms. Crist seconded the motion. Ms. Bulger opened for any board discussion or public comment. Upon hearing none she called for a vote. Motion passed unanimously.

Ms. Crist made a motion that the Library Board of Trustees instruct the Library Director to carry out the recommendations of the Library Park Task Force Report. Ms. Bulger opened for any board discussion or public comment. Upon hearing none she called for a vote. Motion passed with a vote of 3 in favor and 1 against.

#### LOGO DESIGN:

Ms. McIntyre presented the logos to the board. Ms. Bulger was on the committee and gave background to the selection process.

Ms. Bulger asked if there were any comments regarding the Logo Design.

Ms. Johnson asked what the timeline was for implementing the new logo. Ms. McIntyre stated at this time no date has been set.

Ms. Johnson asked what the estimated cost would be to the library to get the new logo on everything. Ms. McIntyre stated that we still needed to obtain estimates, but the library would be requesting Foundation funding.

Ms. Bulger asked if there were any additional comments regarding the Logo Design. Upon hearing none she asked for a motion.

Ms. Johnson moved that the Great Falls Library Board of Trustees approve the new logo design as presented. Ms. DeForest seconded the motion. Ms. Bulger opened for any board discussion or public comment. Upon hearing none, she called for a vote. Motion passed unanimously.

#### **XI. NEW BUSINESS**

Ms. Bulger asked if there were any other questions regarding the 2024 Library Holiday Schedule. Upon hearing none she stated she would entertain a motion.

Ms. Johnson moved that the Great Falls Public Library Board of Trustees approve the 2024 Library Holiday schedule as presented. Ms. DeForest seconded the motion. Ms. Bulger opened for any board discussion or public comment. Upon hearing none, Ms. Bulger called for a vote. Motion passed unanimously.

Ms. Bulger asked why two drafts were included for the 2024 Library Board meeting schedule. Ms. McIntyre stated that the board typically takes the month of August off

(Draft 1) but would like to suggest moving that to December (Draft 2) since it is harder to schedule a meeting around the holidays.

Ms. Bulger asked if there were any other questions regarding the 2024 Library Board meeting schedule. Upon hearing none she stated she would entertain a motion.

Ms. Crist moved that the Great Falls Public Library Board of Trustees approve draft 2 of the 2024 Library Board meeting schedule. Ms. Johnson seconded the motion. Ms. Bulger opened for any board discussion or public comment. Upon hearing none, Ms. Bulger called for a vote. Motion passed unanimously.

## **XII. PUBLIC COMMENT**

Mr. Irving addressed the board.  
Ms. Wolff addressed the board.

## **XIII. ADJOURNMENT**

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

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

Ms. Bulger adjourned the meeting at 7:15 pm.