

Great Falls Public Library
Board of Trustees Board Meeting
Tuesday, August 27, 2024
Great Falls Public Library – Cordingley Room (Basement of the Library)
(Virtual access to meeting was available upon request)
(zoom recording of meeting is available on the Great Falls Public Library YouTube page)
4:30 p.m.

BOARD MEMBERS PRESENT: Ms. Anne Bulger, Ms. Jessica Crist (via zoom), Ms. Sam DeForest, Ms. Noelle Johnson, Ms. Whitney Olson

BOARD MEMBERS ABSENT:

EX OFFICIO BOARD MEMBERS PRESENT: Ms. Rae Grulkowski – Cascade County Commissioner, Ms. Shannon Wilson – City of Great Falls Commissioner

EX OFFICIO BOARD MEMBERS ABSENT:

STAFF PRESENT: Mr. Dan Bell, Ms. Jess Damyanovich, Ms. Treva Higgins, Aaron Kueffler, Ms. Susie McIntyre, Mr. Lukas Meier, Ms. Sara Linder-Parkinson

GUESTS PRESENT: Rebecca Henry – Resident of Great Falls, Richard Irving – Resident of Great Falls, Brianne Laurin – GFPL Foundation Executive Director, Sandy Rice – GFPL Foundation Liaison, Sharon Thompson – Resident of Great Falls

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

I. AGENDA APPROVAL

Ms. Olson asked for an agenda approval.

Ms. Johnson moved that the Great Falls Public Library Board of Trustees approve the agenda items as presented. Ms. Bulger seconded the motion. Ms. Olson opened for any board discussion or public comment.

Richard Irving, a resident of Great Falls addressed the board. He recommended that the board amend their agenda. He stated that it is a deep dark secret what the foundation does, what the friends of the library does and their relationship to the library. He recommends that the board change their agenda so the directors report, the foundation report and anything relevant to that is explained. He would like explained what the foundation is, and what it secretly does that people don't hear about. He would also like explained what the legal relationship is between those organizations and the library.

Ms. Olson asked if there were any more public or board comments. Upon hearing none, Ms. Olson called for a vote. Motion passed unanimously.

II. STAFF INTRODUCTIONS

Ms. Jess Damyanovich and Mr. Dan Bell introduced themselves and talked about their positions at the library and how they came to be at the library. After questions from the board, they left the meeting.

III. PUBLIC COMMENT

Richard Irving, a resident of Great Falls addressed the board. He gave a warning to the board. He recently attended the first budget meeting of the county board of commissioners. During the discussion, their finance person and the commissioners agreed that in terms of how levies get set, they need to wait for information from the state on how they are going to require that to be done. They said that any city or county department that depends on a levy, because of that situation, they're going to set their budget based on what is considered the worst-case scenario. They also stated that those levies that get set are going to affect any other organization that has a levy. He recommends to the board that they base the budget on a worst-case scenario because if you go over budget and the state doesn't allow you to get the mills that you think you're going to get; you've got a problem.

ADOPTION OF THE MINUTES

Ms. Bulger and Ms. Johnson provided Mr. Kueffler with written notes regarding grammatical corrections to both the June and July meeting minutes.

Ms. Olson asked if there was a motion to accept the minutes from June.

Ms. Johnson moved that the Great Falls Public Library Board of Trustees accept the June meeting minutes as amended. Ms. Bulger seconded the motion. Ms. Olson opened for any board discussion or public comment.

Richard Irving, a resident of Great Falls addressed the board. He stated that normally he does not disagree with the way he is paraphrased in the minutes, but he requests we do not paraphrase when he makes the statement "Don't stick the kids into a dungeon in the basement to make room for the homeless on the third floor".

Ms. Olson asked if there were any additional comments or board discussion. Upon hearing none she called for a vote. Motion passed unanimously.

Ms. Olson asked if there was a motion to accept the minutes from July.

Ms. Bulger moved that the Great Falls Public Library Board of Trustees accept the July meeting minutes as amended. 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.

IV. ACCEPTANCE OF THE FINANCIAL REPORTS

Ms. Olson asked if anyone had questions regarding the financial reports.

Ms. McIntyre stated that we are back on the old software from the city. She can now print reports directly. As requested, a note has been put on the top explaining that they are preliminary statements. The 2220 budget is the operational budget; the 2221 budget is for donation and foundation budget.

In the other software, the revenue was shown as a negative number instead of a positive. This software makes it easier as it shows everything in positive numbers.

There was a question from a board member about the last line on page 30. The budget less actual is showing a negative number instead of a positive. Ms. McIntyre has contacted Fiscal but has not yet received a reply.

Ms. Olson asked if anyone had questions on the 2220 income statement.

Ms. Johnson had a question for line item 43410 Telephone on page 29. She asked if that was paid in a lump sum like insurance since it was at zero this month. Ms. McIntyre explained that it is usually paid monthly but it is often behind. We run reports mid-month for the packet. There was an invoice sent through but because of the way billing is set up, it takes a while for some stuff to clear. Some months we may have a double payment but we do get back on track going forward.

Ms. DeForest had a question for line item 43412 Fax & Other Telephone Lines on page 29. She asked why it was high for the month. Ms. McIntyre stated that it was significantly high for the month. She explained that every year, the first bill of the year is difficult because we just get the E-rate. We have info from the federal government and then we have to submit paperwork back to VisionNet. We pay the full bill this month and then we will be getting an 80% credit. We will be back down to paying about \$170 a month for the internet. We have to redo the paperwork at the beginning of each fiscal year and this is typical.

Ms. Olson asked if there were any questions on the 2221 income statement.

Ms. Johnson had a question about the donation report. She wondered why the combined month to date income does not match the amount on the donation form.

Ms. McIntyre explained that this is the first time we have done a 2221 income statement and we are still trying to figure out where things are showing up. We will have answers to that question at the next board meeting.

Ms. Johnson asked if the Cushing Terrell expenses will show up under 43590, other professional services. Ms. McIntyre said they would.

Ms. Olson asked if there were any questions regarding the library cash flow.

Ms. McIntyre stated that there were a couple errors to point out. We don't have the certified mill values yet. Where it says estimated collection January through March it should say January through May. Ms. McIntyre also stated that she had the wrong starting fund balance did not get updated in the bottom breakdown.

Ms. Olson asked for clarification and asked if the \$1,707,069.60 should have been \$1,745,647.04. Ms. McIntyre said that was correct.

Ms. Johnson understands that September is an estimate, but the total expenses seem significantly higher than other months. Ms. McIntyre explained that we get 26 paychecks a year. For ten months we receive two paychecks and for two months we receive three. September is a month with three paychecks that is why the expenses are higher.

Ms. Olson asked if that was why July was higher. Ms. McIntyre stated that July is higher because we have a lot of single payments. We pay the full insurance in July, as well as the full Montana Shared Catalog, and the full Montana Library 2 Go.

Ms. Olson asked if anyone had questions on the Vendor summaries.

Ms. Johnson asked what the Paris Gibson Square MOA was. Mr. Kueffler stated that it stood for Museum of Art. Ms. Johnson asked if they had someone come and speak. Mr. Kueffler said it was for the Memory Project. Ms. Olson added that they did really neat artwork. Ms. McIntyre stated that the program is funded through a grant from the GETC. Ms. DeForest asked if that would be refunded. Ms. McIntyre stated that we have already received the funds and are spending it down by supporting the Memory Café with activities, coffee, food, etc.

Ms. Olson asked if anyone had any additional questions on the credit card reports or donation report. Ms. McIntyre gave a shoutout to Ms. Rice for the summer Music in the Park donations and raffle. She does a really great job with that and we appreciate her.

Ms. Olson asked if there was a motion for the acceptance of the financial reports.

Ms. Bulger moved that the Great Falls Public Library Board of Trustees accept the financial reports as presented. Ms. DeForest seconded the motion. Ms. Olson opened for any public comment.

Richard Irving, a resident of Great Falls addressed the board. He stated that on the foundation portion of the report, there seem to be gross figures for events. There was no breakdown on those. In past months there was a breakdown so that it showed the outside persons coming in were being put up at the Arvon Hotel, which is not the cheapest in town. He wondered what happened to the breakdown. He asked if they are getting free hotels space now. Granted, it's the foundation, not the library paying for it, but the library and the foundation funds are so comingled, any overspending by the foundation is also an overspending to the library.

Ms. Olson asked if there were any more public comment. Hearing none she opened for board discussion.

Ms. Bulger asked if the library was thrilled to be back using the new software. Ms. McIntyre stated that she wouldn't use the word thrilled. She added that she is thrilled that we are no longer using two different pieces of software. She added that there are more clicks to enter in invoices and there has been a learning curve with being able to log in and approve things in a timely manner. She stated that overall, what she is pleased with is that we have one system that we're going to move forward with and that we don't have to juggle between the two of them. She can do the reports and not worry that she has made a ten key error.

Ms. DeForest stated that the city must have had its reasons originally to move from this software and purchase the new one and the new one didn't work out and we've gone back to the old. Ms. DeForest asked if it is temporary while they find a new software or are we sticking with this? Ms. McIntyre stated that she believes that Mr. Doyon is not interested in buying software for quite some time. She explained that, like any sort of specialty software, there are not a lot of places that create software for municipalities of a certain size. She stated that it would be something that the city commission would have to look into. Ms. McIntyre added that at this time, she believes we are sticking with the software.

Ms. Wilson stated that the city will be sticking with the old software.

Ms. Olson asked about the hotel rooms that were procured for people that come for summer music this year.

Mr. Kueffler stated that the library gets a generous discount from Hotel Arvon. That is one of the reasons we chose them. He added that we started using them last summer when Mr. Jennings gave us the generous rate compared to other hotels and motels in town.

Ms. McIntyre added that what the board is seeing in the vendor reports is what was paid for in July. She believes that most of the hotel reservations for this summer were made well before then. We show the board everything as it comes so they will show up again.

Ms. Olson asked if there was any more discussion about the financial report.

Ms. Laurin stated that the Music in the Park is funded very generously through about a \$20,000 cultural grant that's specifically from the foundation that is specifically for cultural programming and in order to bring various acts in. Many times, artists request, or require, that if they're going play it includes accommodations. The grant for that includes, not only just the fee for a musician to play, but lodging and most times even some sort of food.

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

V. REPORTS

Management Team Report

Ms. Higgins gave the technical services report.

Ms. Bulger asked if we were expanding on Montana materials other than books written by Montana authors or about Montana. Ms. Higgins stated that books are primarily what we're looking at now.

Ms. Olson stated that she was excited by the top circulating items. She asked Ms. Higgins if there were there any surprises on there, or things that just that we need more copies of that you didn't anticipate? Ms. Higgins stated that some of the super top ones, like the Baldacci, is actually total circulation for all the copies of this title. Most of the nonfiction and children's items are actually just by what is the top item. Ms. Higgins added that she was a little surprised at how many cookbooks were on the non-fiction list, but the fiction list is pretty standard.

Ms. Bulger asked if this was the only position Ms. Higgins had in the library. Ms. Higgins said it was.

Ms. Bulger asked if Ms. Higgins had done this work previously. Ms. Higgins stated that she did collection development in previous jobs, but that was not the main job she had.

Ms. Olson asked if her position requires a Masters of Library Science degree. Ms. Higgins said yes, and that she does have one.

Director Report

Ms. McIntyre give her director's report.

Ms. Crist asked if Ms. McIntyre had been in touch with the Montana PBS regarding the Digital Born News item. She believes they could be an important resource and supportive of this whole endeavor. She did not see them listed as one of the stakeholders. Ms. McIntyre stated that we have not included Montana National Public Radio or Montana PBS, partially because once we bring in video and audio, the storage budget goes through the roof. The group has talked about what will need to be added, but at this time we are mostly looking at print; although most of the print places also have video that goes along with them.

Ms. Crist added that the reason she suggested it was that they have a lot of expertise that could be useful at the front end. Ms. McIntyre stated that she will reach out to them next week.

Ms. DeForest asked if the engagement numbers have gotten back up to pre-covid numbers. Ms. McIntyre stated that she has not checked that. Until she crunches the numbers, she is not able to answer that.

Ms. Crist stated that the theme she keeps hearing of promises made, promises delivered is really good. It is simple and says we said we would do this and we are.

Ms. Crist also asked who decides what books are used in the story walk. She stated that she has had the experience of suggesting books and topics that are received as great ideas, but is told they can't do it this year and the next year it doesn't happen. Ms. Crist asked if there was a particular way to make this happen or is it a moving target. Ms. McIntyre stated that her best guess is that somebody took that suggestion and then forgot about it. We need to do better in taking those suggestions. Ms. McIntyre added that we do get more suggestions for story walk than we can accommodate. It does take a lot of staff time to put together the story walks. We buy two copies of the book and then we have to clean the plexiglass, lay things out, so we will do better with that.

Ms. DeForest asked how many books we do a year. Ms. McIntyre stated that we are changing it out every month except June and July has been the same. This year we partnered with the Lewis and Clark Interpretive Center for some bear aware summer stuff.

Ms. Olson asked stated that the length of the book matters, because when she walks it, there were two books. Ms. McIntyre confirmed that there are usually two books used, but the books also have to be the right size to fit in there. It's a lot more work than it seems to make everything get to 34 spots.

Ms. McIntyre added that we did redo the sidewalk painting, which was really great. They look really good; the sidewalk footprints start at Gibson Park and lead to the library.

Ms. Johnson suggested that for more community involvement, there might be clubs at the high schools or the college, like Key Club or something, that quarterly could do a lot of your cleaning and do some of that prep work because they like to put in service hours and things like that. She is unsure if DECA would, but some of those clubs at the high schools and or the college might be a good resource to get involved in that.

Ms. McIntyre added that we did recruit new volunteers to install the completed panels for the story walk. She said that it is a good idea for the cleaning of the panels, but laying them out takes time.

Ms. Johnson suggested the groups she had mentioned might even do the recording for the story walk. She knows that they help with the videos for foundation stuff, but there might be some that are willing to do some of that stuff as well.

Statistical Report

Ms. Bulger asked why the volunteer numbers in June 2023 were so much higher than June 2024. Mr. Kueffler stated that we had changed the way we track volunteer hours. The way we are currently tracking is more accurate than it was. He explained that in the past it was just a sheet everyone wrote their names down and then he would spend a day trying to figure out actual hours. Now we have the time cards that all the volunteers use. He also stated that some of the older volunteers have fully retired now.

Ms. Bulger pointed out that May 2024 numbers were up. Mr. Kueffler said it was due to the fact that the Friends of the Library came out to prep for the June book sale. He added that we have also changed how we track the Friends of the Library and AAUW hours. We no longer track the AAUW hours because we don't pay the workers' comp for them; that's why the numbers have dropped a little bit as well.

Ms. Johnson asked if the way we count patron attendance has changes since there was a huge jump from this time last year. Ms. McIntyre stated in mid-June, the library started being open seven days a week and we jumped from being open 54 hours to 63 hours a week. We have also had great adult summer reading and children summer reading activities; as well as more activities for teens.

Personnel Report

Ms. Olson asked if anyone has heard from Mr. Miller. Ms. McIntyre said that he has been back to the library a couple times. We miss him, but we're really happy to have him enjoying his retirement. Mr. Collins is doing a great job since moving to Mr. Millers

position and we have Ms. King hired in Mr. Collins position. We are still working on hiring for the vacant part-time position. Ms. McIntyre added that in the fiscal reports, there was some overtime and that is all coming from the custodial staff because in the transition when we're not fully staffed it's cheaper to pay a little bit of overtime than it is to have a full 25-hour week person. In the end we will be just fine. We didn't budget for overtime, but because of those vacancy savings, we're still ahead.

Ms. Olson asked if we were still utilizing a custodian from a different city department. Ms. McIntyre said that now that Ms. King has been trained, it is now just library employees.

GFPL Foundation Report

Ms. Rice informed us that the Foundation quarterly meeting is on September 30th. The book-a-thon PSA pitch is on September 12th at Great Falls High. It is at 1:30p if you want to come watch. Also on September 12th is the marketing meeting. We're going to discuss the PSA Pitches that we just saw and the fall newsletter.

Summer raffle tickets at Tuesday concerts yielded a little more than \$500. We've been averaging about \$50 a concert. Pollo Loco gave us \$112, so it comes out to about \$500.

The Neighborhood Council 7 Ice Cream Social (she mentions this only because the library is in Neighborhood Council 7 boundaries) was not a huge success. Only about 40 people attended despite having a huge outreach for telling people about it.

The Chris La Tray book signing was in the Library Park. Ms. Rice sold books for Cassiopeia Books.

Ms. Rice also stated that the spring annual report raised about ten thousand dollars.

Chair Report

Ms. Olson stated that she attended the Alexander Temple award ceremony two Saturdays ago. She informed us that Ms. McIntyre was an award recipient along with four other people from the community.

Ms. McIntyre added that it was quite an honor. Bishop Marcus is a really great community leader. He has helped us. He served on the naming committee. He helps with the Juneteenth program. He helps with Black Heritage Evening. This year his church's Wednesday Night meeting was at the same time as Shakespeare in the Park so he told his followers that Wednesday Night Church is Shakespeare in the Park and they all attended. They just do a lot of community involvement and it was really nice to be honored.

Ms. McIntyre added that when she became director it was really important to her that the Library build relationships within the community and so especially with community members that may not see the library as their place. Reaching out to marginalized or underserved communities like the Jewish community, the Native American community, the Black community, the Malmstrom community, the veteran community, and people with dementia community, really making sure those people feel welcome at the library. It was great to have Bishop Marais' support and his support of literacy was fantastic.

Ms. Olson gave congratulations and stated that Ms. McIntyre is very deserving.

Board Reports

No board reports were given.

City/Library Management Agreement Committee Report

Ms. Olson stated that she, Ms. Bulger, Ms. McIntyre, and Mr. Bronson will be meeting with the city commissioners tomorrow morning. She added that the ball is in their court right now and so they will continue to work on coming to some sort of agreement.

Ms. Olson informed us that the Library Mill levy did come up in the recent Public Safety Advisory Committee meeting. Ms. McIntyre had an opportunity to hand out a fact sheet.

The Montana Free Press is planning on doing an article about the library renegotiations. The Public Safety Advisory Committee has talked about whether or not the seven mills would be something that public safety should explore in terms of funding that part of things.

Ms. Olson stated that she appreciates Ms. McIntyre attending the Public Safety Advisory Committee meeting and giving them this information about the library and the levy. She believes we will see an article in the Montana Free Press this week about the renegotiations, but at this point we haven't talked about what the terms are that the libraries come up with, or that the cities come up with because we haven't reached any sort of agreement yet.

Ms. Bulger agreed stating that the committee can't report anything that hasn't happened yet. The city makes an offer, the committee makes an offer, but there's nothing set. The committee has just been waiting to hear what the city has to say. There are no specifics to show the board yet.

Ms. Rice asked if she could make a quick comment. Ms. Olson allowed it.

Ms. Rice stated that in college negotiating class she learned, you don't announce anything until it's signed, sealed and delivered because if you do, somebody will come in and screw up the deal. When someone asks her about the library and the agreement, she states that she cannot talk about it until it's signed, sealed and delivered.

Ms. Olson added that there will be an opportunity for public comment both at a library board meeting where we'll discuss things and at a city commission meeting where the commissioners will discuss things. There will be ample time to talk about what's going on before anything is actually signed.

Ms. Johnson questioned why it's not something we really discuss, but the Montana Free Press is going to do an article about it. Ms. Olson stated that the Montana Free Press has been attending the public safety meetings. It is her understanding that their interest in the matter has come out of that. They haven't attended any of the meetings that we've been in. Ms. Olson added that she gave them a statement talking about the fact sheet. They have the fact sheet because it was at the PSAC meeting. Ms. Olson added that she cannot comment on whether or not commissioners have spoken to them.

Ms. McIntyre stated that the negotiation committee will keep negotiating and then whatever is agreed to has to be approved both by the library board and by the city commission.

Ms. DeForest asked if the negotiations were just between the attorneys. Ms. Olson stated that they have all met face to face. There's four people from the committee and four people from theirs. It hasn't been eight people in the room every single time. There are have been people that have missed meetings or have been sick or had to attend by Zoom. It's not just Mr. Dennis and Mr. Bronson; it is a collaborative effort.

VI. OLD BUSINESS

PUBLIC LIBRARY STANDARDS POLICY REVIEW: BOARD OF TRUSTEES

Ms. McIntyre stated that the policy manual review was been going well. Because the board are doing it this year, she will be bringing back the board section. The board has reviewed two-thirds of the board section last November. She added that in September, the board will be given all of the forms because that's what was agreed to, but we have actually brought you the forms as they relate to each section of the policy manual. In October the collection development policy will be reviewed. Ms. McIntyre added that in November the whole manual will be brought back and the board can say yes. That way we will not have to have a different reviewed date on every single form.

Ms. Olson asked if anybody had anything to discuss regarding the by-laws.

Ms. DeForest asked what names of areas in the library currently exist.

Ms. McIntyre stated that the Cordingly Room is the only named space. We previously did not have a naming policy when the proposal came a couple years ago that we rename the library. Commissioner Moe suggested we should have a policy. This will be important as we move forward with the possible campaign for the remodel.

Ms. Crist asked about Kathy's Corner. Ms. McIntyre stated Kathy's Corner is named, and that was approved by the board.

Ms. Johnson stated that on page 60 in section three, item I, the third line in says the library board will be responsible for maintaining an approved list of commemorative gift opportunities. Ms. Johnson would like to know where the list is. Ms. McIntyre stated that the list doesn't exist right now. Ms. Olson added that is forward-looking, as the Foundation goes out for funding.

Ms. McIntyre added that she should have included Kathy's Corner in the named area list. She and Mr. Kueffler will present that named list at one of the subsequent board meetings.

Ms. Johnson noted that the naming policy statement says donors who wish to name approved facilities must meet the specified funding level. She asked what the specified funding levels are.

Ms. Olson added that is forward-looking, as the Foundation goes out for funding. Ms. Johnson stated that the way it's written, these already exist because they both do say there's already an approved list and there's specified funding levels. If it is forward-looking, then we somehow need to specify that these aren't there or as Ms. McIntyre said, they can be created.

Ms. Olson stated that it says will be responsible, which to her seems like it looks into the future. Ms. Bulger added that the board will be responsible for maintaining it when it happens, but it hasn't happened yet.

Ms. Laurin added that the foundation is not allowed to make any of these decisions until such time as we have something more structured. Then a naming opportunity would be presented to the board. The foundation currently doesn't know what its goal is yet. It's still doing early planning. Ms. Laurin stated that the foundation is not in a campaign, even though they have raised funds to support the design contract for a future hopeful eventuality.

Ms. Olson asked if Ms. Johnson would you to change the wording to, "we'll be responsible for creating and maintaining?"

Ms. Johnson said she is comfortable with that.

Ms. Olson asked how the other board members felt about changing it to “creating and maintaining an approved list?”

Ms. Bulger said it sounds clear. Ms. DeForest and Ms. Crist agreed.

Ms. Johnson asked for clarification on page 62, Section C, the last two lines. They say, “the naming proposal will happen according to the procedures defined in the library board bylaws.” There's nothing about voting procedures in the bylaws that relates to this, there's also nothing about procedures defined and they're not in the rules of conduct either.

Ms. McIntyre stated that it is referring to the board doing it at a public meeting; there will be a motion, a second, and public comment. Ms. McIntyre added that none of the naming things will be done outside of a public meeting with the public process. Ms. McIntyre gave an example of a board member taking someone out to dinner and saying, “yes, if you give us a million dollars, we'd be happy to name this after you.” It has to be done through the regular voting procedures as defined in the bylaws.

Ms. Johnson asked if that would that not fall under more rules of conduct and procedures because there's not even any voting things that are dealt with anywhere in the bylaws. She stated that nothing in the bylaws even refers to voting; whereas, in the rules of conduct and procedures, it does. Ms. Johnson added that she gets what is being said, it will be held in accordance with public meeting laws. She said that maybe that's the wording that needs to happen. She also added that she is not against the process. She just wants to make sure the form of documents is accurate.

Ms. Bulger asked if Ms. Johnson thinks the bylaw should be out and rules and that procedures should be replaced? Ms. Johnson said as Ms. McIntyre was speaking, maybe it's just according to public meeting law.

Ms. McIntyre stated that the in section four of the bylaws, the votes of a quorum of the board shall be necessary for the adoption of any official board action. In the bylaws on page 56, section 4, Manner of Acting, the votes of a quorum of the board shall be necessary for the adoption of any official board action unless a greater proportion is required by law or by these bylaws. That is what that section of the naming policy is referring to.

Ms. Olson asked if Ms. Johnson felt if that suffices. Ms. Johnson replied that it makes sense. But she believes it is vague to any member of the public who would read it.

Ms. Olson asked if defined in the library bylaws pursuant to Section 4, Article 2, Section 4 would work. Ms. Johnson said that it would be better.

Ms. DeForest asked how the remodel could affect the naming issues with the Cordingley Room and Kathy's Corner.

Ms. McIntyre stated that when we are to that point, we're going to have to go back and find what we can about what agreement was made with the Cordingleys when the room was named after them.

Ms. Olson asked if any more questions in the naming policy part of things. Upon hearing none, she asked if anyone had comments on the Rules of Conduct and Procedure on page 63.

Ms. DeForest had a question on page 66. Rule 8, Regular Meeting Minutes. She said that it talks about meetings being recorded. She wondered if it needed to be more specific about recording, whether it's video, whether it's audio, whether it's written. She stated that it also says "meetings will", and she wondered if it should say "meetings may".

Ms. McIntyre stated that when we had the big discussion about recording, we took it as the board's direction to record them.

Ms. DeForest gave a scenario, Let's say like right now we've got a Zoom meeting. If the Zoom went down halfway through the meeting do we have to stop or can you keep going to finish the meeting and just have the written record? Ms. Johnson stated that because the recording is not the official minutes, and it says the written minutes remain the official record of the meeting, if something were to happen to the video recording, the board could continue their meeting because the official secretary minutes are the official recording of the minutes.

Ms. DeForest stated that is why we should change "will" to "may" because "will" makes it sound like you will do it. Ms. McIntyre suggested it say every effort is made to record the meetings and make them available.

Ms. Olson asked how the board felt about adding "every effort to" the very last sentence. Ms. McIntyre reread the adjustments saying "Every effort will be made to record the meetings and make them available for the public, but the written minutes shall remain the official record."

Ms. Johnson asked that the second line of that same paragraph read "appropriate minutes of all meetings will be kept and be available for inspection by the public."

Ms. McIntyre stated that we do not guarantee that the website is up at all times. She feels "when requested" continues to be good.

Ms. Johnson pointed out that “proposals, comments from trustees” has been moved just before adjournment. Ms. McIntyre stated it would be great to move that to where we're actually doing it.

Ms. Olson asked if there were any questions on the public participation section.

Ms. Johnson stated on page 67, number one, that we don't require people to state their address anymore. She wondered if we needed to take address out of there. She understands that has been a controversy because people don't want to state their address when it's recorded. Perhaps instead they could just list their city or county of residence or if they are in Great Falls or the county.

Ms. Olson asked if we still have address on the sign-in sheet? Mr. Kueffler stated that the sign in sheets just ask if they are a city or county resident. Ms. McIntyre stated that place of residence is a good change.

Ms. Johnson commented that number 4 through 12 are all, word for word, from the city. The others are similar, just slightly altered for the library.

Ms. Olson asked for a motion.

Ms. Johnson moved that the Great Falls Public Library Board of Trustees approve the three sections of the policy manual as amended. Ms. Crist seconded the motion. Ms. Olson opened for any board discussion or public comment. Upon hearing none she called for a vote. Motion passed unanimously.

PUBLIC LIBRARY STANDARDS: ROADMAP REVIEW

Ms. Olson asked if anybody had commentary on green things we already do? Upon hearing none she asked if anybody had commentary on orange things that we need other folks to get on board before we would be able to implement cooperation, like Pathfinder type things. Ms. Bulger stated that it looks like there are five things, but these are all dependent on other entities stepping in.

Ms. McIntyre stated that she gave a lot of feedback about this when the state was doing the roadmap. They make a lot of statements about everyone has this and everyone has that to be kind of aspirational. The one that we don't meet, where everyone advocates for the library Ms. McIntyre put as an orange because she doesn't understand how or what that would look like.

Ms. McIntyre believe that we do really well. She would like to point out that we will be done with the roadmap after today until next year. Hopefully it will be much shorter and we will just have it at one meeting.

PUBLIC LIBRARY STANDARDS: QUARTERLY TRAINING

Ms. Olson asked if everybody was able to get signed-up for an Okta account and do the training.

Ms. McIntyre apologized for all the issues with Okta. A ticket was submitted and it seems to be fixed now. Ms. Johnson stated that she has an account, but was unable to get the training done. Ms. McIntyre is unclear why it was easy to sign up for some and for others there were issues. Ms. Bulger added that if you didn't get in right away, you didn't get in for a long time. Ms. Bulger has done a lot of training; she is unsure why this one was different. Ms. McIntyre stated that the Montana State Library is putting together these trainings for board members. This is the first time that she has asked board members to do it. It is relatively new. She has given strong feedback to the Montana State Library. It has a lot of good information but seemed clunky to move through. Ms. Olson added that she was unable to do the course evaluation. Ms. DeForest had the same issues. Ms. Crist added that she has had issues as well. Ms. Crist supports not using their services until it gets better. Ms. Olson suggested we wait six months and see if it gets any better.

Ms. McIntyre stated that the next training will be in September or October. She asked if any board members had recommendation on what to train on. Ms. DeForest mentioned that it was discussed to have the Pathfinder meeting to watch. Ms. Cook was going to teach about accounting and budgets. Ms. McIntyre will reach out to her.

VII. NEW BUSINESS

FOUNDATION APPROVED PROJECTS PROPOSAL

Ms. McIntyre reminded everyone that the Foundation has the mission to support the library and they do a great job supporting the library. They budget a certain amount of money every year for Foundation approved projects. We ask them to fund specific things. We bring these proposals to the board for approval before we take them to the foundation.

Ms. McIntyre added that we're going to do this again really soon because the Foundation meets in September and then they meet again in January. January is the next time we will ask them for money. Since the board doesn't meet in December, approval will need to be made in November.

Ms. Olson thanked the Library for adding American Sign Language inside. Ms. McIntyre added that we are doing a three-year subscription to Mango due to cost savings.

Ms. Olson asked where the Charging lockers will go. Ms. McIntyre stated that the foundation funded charging stations in the past, but we underestimated how tough the

patrons were going to be on them. One will be located on the second floor next to the printers and there will be one on the first floor, by the lobby area.

Ms. McIntyre added that they are little lockers, so you open it up, you put your device in and you can plug it in and then you shut it and you make a pin and so you can get into it. The Library staff will have a master key so we can always get into it, but one of the issues is that we've had stuff stolen. We say clearly on it, your device, your responsibility, but things have still been stolen. Hopefully putting it in a closed door will have less of that happening. Every library deals with this issue. People always want to charge their devices. They usually don't have a cord or a box with them. We have tried many different ways of supporting this with people. Cords get lost. It just continues to be a problem.

Ms. Linder-Parkinson added that these all have doors with windows on them. One of the problems that Missoula had was they got ones with solid doors. People were having a problem where they would take drugs and put them in there and then they give their buddy the code. It became a drug ring. With the guidance of Mr. Meier and Mr. Roberts, we choose the ones with windows.

Ms. Linder-Parkinson added that one reason the old units got damaged, was patrons would plug their devices in then play on their phones while they charge. Then they yank them off damaging the motherboards. This new unit contains a 3-year warranty if things like that happen.

Ms. DeForest asked if somebody puts their device in there and closed it and then somebody comes to you for the master key to open, how do you make sure you're not giving a cell phone to somebody else?

Ms. Linder-Parkinson stated that the first way is if the phone screen is locked, we would ask them to tell us the code to get into the phone or they'd have to describe what the picture on the front is. We will come up with a process to do that just so that people aren't stealing other people's devices. Ms. McIntyre added that we will likely copy the procedure that Missoula has in place.

Ms. Linder-Parkinson added that the units would be cleared out every night, so no one will be able to leave their device overnight.

Ms. Johnson informed us that she does not support this item. She said from her 18 years of teaching and trying to be wise about public funds, if kids, whether it was in the gym or the library or the music room, didn't properly use things, part of the consequence was, they we're not going to have that for a while. She added that if they were abused to the point where they're broken, she doesn't see the point in replacing them. She stated that that's where she stands on public funds usage of something that patrons already used to a point where it's not usable and broke.

Ms. Linder-Parkinson added that we purchased these four years ago. We went in quickly with the purchase of the current ones and didn't think about purchasing the warranties. We should have gotten the plan. Yes, the patrons are hard on them, but she also feels part of it was the manufacturing of them. They weren't built in a secure way. Looking back, she doesn't know that we would have purchased them because they are not built in a way that's going to hold up and be durable so that people can utilize them in the capacity that we're utilizing them.

Ms. Johnson brought up that the date of the last purchase was January of 2023. Ms. Linder-Parkinson believes they were purchased in 2020 during Covid. Ms. McIntyre does not remember getting them last year, and that may be a typo. She will look into it.

Ms. McIntyre added that some of the people that use it the most are tourists who come in and are printing out their boarding passes and are desperate for something to plug in. Ms. McIntyre hears Ms. Johnsons point, but there is a great need for people to have something to plug in.

Ms. Bulger asked how soon would we be getting these new ones? Ms. McIntyre stated that it needs board approval first, then foundation approval, then it would depend on how long it took to get it ordered and shipped.

Ms. Higgins added that the current one we would have to drill the parts. So even if we tried to repair them, it would take a lot of work to even make them usable.

Ms. Crist moved that the Great Falls Public Library Board of Trustees approves the Foundation Approved Projects Proposal as presented. Ms. Bulger seconded the motion. Ms. Olson opened for any board discussion or public comment.

Richard Irving, a resident of Great Falls addressed the board. As far as the last matter that had been discussed, he takes no stand on the cost or the desirability of doing something that people should maybe learn to take care of themselves, but if you're going to provide the service, the lockbox is certainly better than the situation that you had before.

He strongly disapproves of the Mango expenditure regardless of whether the Foundation pays for it, or the library pays for it, it's simply a matter of ethics. The only way he would approve of that would be to have each and every person who's thinking of considering signing up for Mango, the library says to them, gives them in writing, Mango is going to create an extremely detailed voiceprint of you, much more detailed voiceprint of you than anything else you've ever used. If Mango sells, which it says it doesn't, or if Mango allows somebody to hack into those voiceprints, you're in big trouble. If you sign a piece of paper, saying you are willing to take responsibility of having somebody be able to create my voice to do all kinds of banking with, social

media with, or whatever. If you don't do that I strongly disapprove of that expenditure and service. If you don't do it, you are treating your patrons horribly.

Your director has said to you that you're going to, as time goes by, you're going to approve everything that any expenditure that comes up through the foundation. It's not by my experience. I don't recall everything that you've come up with being approved by the foundation. I question whether you've approved, whether they spend the money For Arvon or a cheaper place, whether they approve how much money they spend to fly somebody in or to pay them for their service or work, etc. I especially, don't recall you ever approving a several hundred-thousand-dollar loan from the Foundation. I think you should be very careful with what you do with that foundation money.

Ms. Olson asked if there was any more public or board comments. Upon hearing none, Ms. Olson called for a vote. Motion passed by 4 (voting YES: Ms. Olson, Ms. DeForest, Ms. Crist, Ms. Bulger. Voting NO: Ms. Johnson.

PROFESSIONAL REPORT

Ms. McIntyre gave an overview. She stated as required by the Montana Code Annotated, we provide an annual report to the governing body. Historically, this was done relatively informally with the work session. She also provides a monthly report to the city manager's office. We also participate in the budget as part of submitting the budget. We give all the financials; we give the goals and the accomplishments and that is all included in the annual budget for the City of Great Falls. She also usually has an in-person meeting with the County Commission but we've been criticized for how we have done things in the past and last year you were asked to come and do a report in person at a work session and in talking to other libraries and talking to the Montana State Library trying to get a balance of how do we use everyone's time really wisely and provide the most information to the most people. We would like to propose that we do an annual written report and for this first one I would like some professional help on that. We don't really have a lot of expertise in how to put together an annual report. Looking at the one that was put together for the Foundation, it was really good. She had provided you with some examples of them. We have funds available in the unrestricted donations from the Cordingleys. We've gotten quotes from a couple different places and we would just like to propose that if she writes the report along with staff and whoever we hire, then it would be approved by you and then we could officially give the written report to the governing body and to the City County Commission and provide that information to the public because she feels that the public doesn't generally read the 250 page annual City of Great Falls budget to see all of the financials.

Ms. Olson asked if this was just the creation and not the mailing out like the foundation does. Ms. McIntyre confirmed it would just be the creation. We would only have about 40 print copies and have it on the website for people to be able to access.

Ms. Bulger asked what she envisions as far as length. Ms. McIntyre stated that she is thinking somewhere between 10 and 12 pages.

Ms. Johnson gave feedback. Those 10 to 12 pages in some of these reports were even a hassle to go through. There were a couple of these that were one to two pages and seemed like they gave you really precise information in a really quick format that people are going to look at one to two pages. She doesn't think people will go through 10 to 12 pages.

Ms. McIntyre added that we went back and forth on that a lot and the biggest criticism that we have gotten recently is that we're not providing enough information to the public. That is for the board to provide feedback on, if it wanted it shorter or longer.

Ms. Bulger stated that it'd be difficult to do an annual report in two pages. So much has happened over the course of a year, in any given year, but particularly this one. She feels if someone is doing exactly what the library has done, it has to be a little bit lengthier. She has read enough of those kinds of annual reports and generally they are, less than 10, but you won't know until you do the first one to see just exactly. You're going to find that there's so much information that it's going to be longer than a few pages.

Ms. DeForest added that she thinks it would depend on who the 14 copies are going to, but 10 to 12 pages of just data she doesn't think she would wade through that. 10 to 12 pages of something that's visually exciting she would.

Ms. McIntyre added that this is why we want professional help. If we have a template of how to move forward that would be good.

Ms. Crist added that we are the library that always says more than everyone else, at least according to the reports. She thinks on the one hand it's good to give information, on the other hand we do risk drowning people in information. She is excited by the possibility of a professional report. We as a board have given some feedback. She thinks we just need to let it go now and let the staff and the professionals do it. If it's too short the first time, then we'll make it longer the second time. If it's too long the first time, we'll make it shorter, but we don't have to decide every single thing like that. So let's go, let's do it.

Ms. Olson said she is fine with whatever length is decided. She feels if we're only going to do 40 copies, it needs to be 8.5 x 11 in size. Making sure it is accessible to somebody printing it on their home printer.

Ms. Johnson asked what the timeframe on this is. The annual report just happened when we all went to that city commission meeting. Are we looking at another nine months?

Ms. McIntyre stated that after talking to a lot of people, she thinks it would make sense if we do an annual report for fiscal year 2024. If we bring a draft, if you approve it now, and then we get a draft to you in October because finances won't be closed out until September. We believe that all of the finances for FY 2024 are done, but the City of Great Falls does not officially close all of its stuff, hasn't closed it yet, so we want to make sure that we wait until all the financials are officially closed out. The idea would be that we would maybe bring you a draft in October and then if you approved it we would provide it to people when it is ready.

Ms. Johnson followed-up with her thinking this would be for this coming year. The board should be able to see those quotes that were sought primarily because it's another financial thing and that's the scope of the board. It said the library had sought quotes for the creation of this report, so she was just interested in seeing the variety of the quotes that came in and the scope of those quotes.

Ms. DeForest had a question on that \$4,600.00, the breakdown of that, is that for the professional writer or does it include other stuff? Ms. McIntyre stated that it includes writing, graphic design. One of the quotes included is the more expensive quote. She doesn't have the details on with her. The cheaper quote had us printing them, had us contracting to print them separate from the person that's doing the graphic design and the creative. We estimate that it would be about the \$4,600.00. That's with them doing the printing, not us. One chunk of money would go to the company that would help us with the graphic and the writing, and then another chunk of money would go to whoever we paid to print it.

Ms DeForest asked if the quotes all come in around the same time. Ms. McIntyre stated that one was significantly more expensive than the other.

Ms. Olson asked if there was a motion.

Ms. Bulger moved that the Great Falls Public Library Board of Trustees approve the creation of a professional, written annual report. Ms. DeForest seconded the motion. Ms. Olson opened for any board discussion or public comment.

Richard Irving, a resident of Great Falls addressed the board. He apologized for being so grumpy tonight. I'm afraid I have taken some things out on you because the look at the meter man that came in to change over all the meters and then my building popped up without warning. And I had spent most of the afternoon babysitting him. So I had not been well prepared and that came up and I apologize.

As far as your report goes, speaking from experience, both as an investigative reporter who had to read very carefully a lot of annual reports, as a public relations person who produced a lot of annual reports and a marketer who knows what annual reports are for, there's three basic kinds of annual reports.

One's informational, one is smoke and mirrors, and third is a combination of the two. The foundation's annual report is strictly smoke and mirrors with no information at all except the board. What you've had for the city before has been financial, but based on credit and debit accounting, it has to be financial. My feeling is the size of the pages, the number of pages, the color of pages of the design is not at all important. Whether or not you're going to be honest with your patrons and your taxpayers, it's extremely important. Part of what ought to be in that report is who are these secret stakeholders, not just the library foundation and the friends of the library, but the ones that Ms. McIntyre sites as the secret stakeholders who are more important for her to consult on what's going on with your capital fund and your building renovations and the patrons and the taxpayers don't count at all. This is time for you to think very seriously about that. Putting your report together, you can start to be actually open and honest.

Ms. Olson asked if there was any other public comment about the written annual report? Upon hearing none she asked for board discussion.

Ms. Johnson proposes that the board actually have a work session after a draft is done because according to MCA it's supposed to be the board of trustees presenting this report not just a library report. She thinks it's important that we know what this is that we are presenting if we're really doing this annual report to satisfy MCA versus it just being Great Falls Public Library report.

Ms. Olson asked that when the draft is ready, is the board allowed to schedule a work session? Ms. McIntyre stated that the board can call a special meeting whenever they would like. The board could also discuss it during a board meeting if you wanted to have a long board meeting.

Ms. Olson asked if Ms. McIntyre anticipated the draft being a portion of the board packet. Ms. McIntyre said absolutely

Ms. Johnson asked if it could be like the policies manuals where we go over it and do the amending.

Ms. McIntyre stated that she would get it to the board as soon as she had the draft, you could let her know what you think, then we would bring it to the board meeting. The board would discuss it; we would make amendments as you saw fit. Just like we did with the June minutes, if we brought you a report, you guys can make specific suggestions, you can approve, or you can say, we don't like this, go back and try again. You always have that power. This way will give you a lot more control versus saying, "Ms. McIntyre, do the work session and present these financials and stuff to the commission" because you will actually get to wordsmith and make sure it's what you want.

Ms. DeForest asked if we kept sending it back with changes and changes, is that still covered or does the price go up? Ms. McIntyre stated that the price would go up, there is a per hour estimate of how long it would take.

Ms. Olson asked if there was any more public or board comments. Upon hearing none, Ms. Olson called for a vote. Motion passed by 4 (voting YES: Ms. Olson, Ms. DeForest, Ms. Crist, Ms. Bulger. Voting NO: Ms. Johnson.

SEPTEMBER BOARD MEETING SCHEDULE

Ms. Olson informed us that there is a conflict coming up with the next board meeting. People are going to be gone in September. A few of us are going to need to Zoom, but the creation of the agenda is going to be problematic because Ms. McIntyre will be out of town when the agenda and the board packet typically get created.

Ms. Olson asked if Ms. McIntyre if she had a date she would like for the September board meeting to facilitate an agenda and a packet. Ms. McIntyre suggested that we just move it back by one week, so then the September meeting would actually be October 1st.

Ms. Olson asked the board members for their availability on October 1st. Ms. Crist, Ms. DeForest and Ms. Bulger are all available on October 1st. Ms. Johnson said she would be here, but she will not have the time to look at the packet as she will be traveling for training. Ms. Olson asked if Ms. Johnson would like to propose a different date? Ms. Johnson said that she would prefer it stay on the 24th, but she knows she is one of five.

Ms. Olson asked if there was a motion.

Ms. Bulger moved that the Great Falls Public Library Board of Trustees adjust the September board meeting date to October 1st. 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 by 4 (voting YES: Ms. Olson, Ms. DeForest, Ms. Crist, Ms. Bulger. Voting NO: Ms. Johnson.

VIII. PROPOSALS/COMMENTS FROM TRUSTEES

Ms. Olson wanted stated that the board received Ms. McIntyre's review from Mr. Doyon. The proposed pay raise for this next year is 4.5%. There were nice pieces of feedback that Mr. Doyon had for the director.

Ms. Bulger added that it was all well-deserved. Mr. Doyon pointed out all the things that the director has done regarding the levy. He was very complimentary about it.

Ms. Olson added that she was pleased to see that Mr. Doyon had reflections on how the

mill levy went and she feels that was important for him to verbalize and put in writing. She is also pleased to see that Ms. McIntyre and Mr. Doyon are on the same page regarding Ms. McIntyre's goals for the next year.

IX. ADJOURMENT

Ms. DeForest moved that the Great Falls Library Board of Trustees adjourn the meeting. Ms. Bulger seconded the motion. Ms. Olson called for a vote.

Motion passed unanimously.

Ms. Olson adjourned the meeting at 6:37 pm.