

**AGENDA**  
**GREAT FALLS PUBLIC LIBRARY**  
**BOARD OF TRUSTEES SPECIAL MEETING**  
**Monday, March 3, 2025**  
**Great Falls Public Library – Cordingley Room (Library Basement)**  
(Virtual access to meeting available upon request • 406-453-0349)  
**Notice: Meeting will be recorded via Zoom**  
**5:15 P.M.**

**Our Mission**

**The Great Falls Public Library serves as a connection point; we empower the community and enhance the quality of life by providing individuals access to information and social, cultural, and recreational resources.**

I. AGENDA APPROVAL

MOTION...THAT THE GREAT FALLS PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE/DISAPPROVE THE AGENDA AS PRESENTED.

SECOND                      PUBLIC COMMENT                      BOARD DISCUSSION                      VOTE

II. PLEDGE OF ALLEGIANCE

III. PUBLIC COMMENT

IV. OLD BUSINESS

A. EXECUTIVE SESSION: PERSONNEL MATTER

Pursuant to MCA §2-3-203 (3) The presiding officer of any meeting may close the meeting during the time the discussion relates to a matter of individual privacy and then if and only if the presiding officer determines that the demands of individual privacy clearly exceed the merits of public disclosure. The right of individual privacy may be waived by the individual about whom the discussion pertains and, in that event, the meeting must be open. If closed executive session is held, re-opening of the meeting and report on executive session.

MOTION... THAT THE GREAT FALLS PUBLIC LIBRARY BOARD OF TRUSTEES TAKE \_\_\_\_\_ ACTIONS IN RESPONSE TO PERSONNEL COMPLAINT.

SECOND                      PUBLIC COMMENT                      BOARD DISCUSSION                      VOTE

V. PROPOSALS/COMMENTS FROM TRUSTEES

VI. ADJOURNMENT

MOTION...THAT THE GREAT FALLS PUBLIC LIBRARY BOARD OF TRUSTEES ADJOURN THE MEETING.

SECOND                      VOTE





Library Board Meeting Date: March 1, 2025

**GREAT FALLS PUBLIC LIBRARY  
BOARD AGENDA REPORT**

<b>Item:</b>	Library Board respond to complaint
<b>Presented By:</b>	Board Chair and Vice-Chair
<b>Action Requested:</b>	Library Board decide how to respond to complaint

**Suggested Motions:**

1. Trustee moves:  
...motion...that the Great Falls Public Library Board of Trustees take \_\_\_\_\_ actions in response to complaint.
2. Chair requests a second to the motion, public comment, Board discussion, and calls for the vote.

**Recommendation:** Board Chair and Vice-Chair recommend that the Library Board decide how to respond to a personnel complaint.

**Background:** A Library staff member left employment at the Library in early November 2024. In their exit interview and in two separate letters, they have made complaints regarding actions of Library staff. This staff person has NOT filed an official grievance or taken legal action against the Library.

The City of Great Falls Human Resources Department, the City Manager, the City Attorney and the City’s outside counsel have all reviewed the complaint. They have referred the complaint to the Library Board of Trustees.

The powers and duties of the Library Board of Trustees are defined both in the Montana Code Annotated and, in the City/Library Management Agreement.

*The Library is governed by its Board of Trustees (“Trustees”), whose powers and duties are established by Title 22, Chapter 1, Part 3, MCA; and pursuant to Section 22-1-309, MCA, the Trustees have the exclusive power and authority to determine policy for the operation of the Library, prepare budgets, authorize expenditures, determine the selection of materials, negotiate contracts, expend public library funds subject to a budget approved by the City Commission, as well as other powers authorized by the aforementioned statute;*

The Library adheres to the City of Great Falls personnel policy. The personnel policy does not define a procedure for dealing with a complaint.

**Significant Impacts:**

It is essential that the Library Board meet its obligations to oversee the Library and the Library staff. If inappropriate actions have been taken, the Library Board needs to be aware and respond appropriately. It is also essential that the Library respect the both the due process and privacy rights of staff. The Board should not act based on accusations of a single person without substantiating the allegations.

**Fiscal Impact:** The Library Board has several options in deciding how to respond to the complaint. Each option could have a different fiscal impact.

- If the complaint is substantiated and the Board does not take action to correct the problem, it is possible that there could be legal and financial liability to the Library.
- If the Board takes disciplinary action against a staff person without good cause, it is possible that there could be legal and financial liability to the Library.
- If private personnel information about Library staff is released to the public, it is possible that there could be legal and financial liability to the Library.
- If the Board decides to hire a professional to conduct an independent investigation of the complaint, the Library will be responsible for the cost of the investigation. (Estimate of \$5,000 - \$10,000)
- If the Board decides to appoint a committee to investigate, the committee members will need to invest a significant amount of time but there wouldn't be a direct financial cost to the Library.
- If the Board decides to request that the City of Great Falls Human Resources department conduct an investigation there could be an additional internal service charge.

**Alternatives:** The Board has several alternatives in choosing how to respond to the complaint.

- The Board could decide that their review of the complaint in executive session is sufficient and choose to take no further action.
- The Board could decide to hire a professional to conduct an independent investigation of the complaint and then to take further action when the investigation is complete.
- The Board could decide to appoint a committee to investigate and then to take further action when the investigation is complete.
- The Board could request that the City of Great Falls Human Resources department conduct an investigation and then to take further action when the investigation is complete.

**Attachments/Exhibits:**

- A copy of the complaint and a written response from the Library Director will be reviewed in executive session. As they contain, private personnel information, those documents will not be released to the public.