

Great Falls Public Library
Board of Trustees Board Meeting
Tuesday, October 22, 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 (via zoom)

BOARD MEMBERS ABSENT:

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

EX OFFICIO BOARD MEMBERS ABSENT:

STAFF PRESENT: Ms. Katherine Altizer, Ms. Sara Kegel, Mr. Aaron Kueffler, Ms. Susie McIntyre, Ms. Sara Linder-Parkinson

GUESTS PRESENT: Bill Bronson – Library Board’s Attorney for renegotiations with City Commission on the 7 Mills agreement, Richard Irving – Resident of Great Falls, Brianne Laurin – GFPL Foundation Executive Director, Jenn Rowell – The Electric (via zoom), Sandy Rice – GFPL Foundation Liaison, Bill Tacke – Resident of Great Falls, Jane Weber – 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. Bulger moved that the Great Falls Public Library Board of Trustees approve the agenda as presented. Ms. Crist seconded the motion. Ms. Olson opened for any board discussion or public comment.

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

II. STAFF INTRODUCTIONS

Ms. Altizer introduced herself and talked about her position at the library.

III. PUBLIC COMMENT

Richard Irving, a resident of Great Falls, addressed the board with various concerns including adding the Pledge of Allegiance to the beginning of the meeting, his objections to the statistics, and the placement of library yard signs around the city.

IV. ADOPTION OF THE MINUTES

Ms. Olson asked for a motion on the adoption of the September meeting minutes.

Ms. Johnson moved that the Great Falls Public Library Board of Trustees approve the September minutes as amended, through emails to Mr. Kueffler. Ms. DeForest seconded the motion. Ms. Olson opened for any public comment.

Richard Irving, a resident of Great Falls addressed the board with various concerns including him being censored, and to not put the children in the basement.

Ms. Johnson pointed out that the video recording of the meeting with the Executive Session was edited due to it being a closed session. She asked Mr. Kueffler if any other meetings have been edited. Mr. Kueffler said no.

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

V. ACCEPTANCE OF THE FINANCIAL REPORTS

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

Ms. Johnson asked what line item Mr. Bronson is being paid from. Ms. McIntyre stated he is paid from the "Other Professional Services" line.

Ms. Olson asked for a motion.

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

VI. REPORTS

Management Team Report

Ms. Kegel gave the Technology Systems report.

Director Report

Ms. McIntyre give the director's report.

Statistical Report

Ms. Bulger pointed out that the number of checkouts is higher in every category. Ms. McIntyre stated that some of those numbers are due to auto renewals. Ms. Crist asked if someone checks something out and it auto renews, does it count as two checkouts. Ms. McIntyre said yes.

Personnel Report

Ms. DeForest asked how many hours Ms. Wilcox works a week. Ms. McIntyre stated that she works 25 hours per week.

GFPL Foundation Report

Ms. Laurin gave a Foundation report. She covered the upcoming book-a-thon and its PSA, the fall newsletter, and the Books & Brews night at the Mighty Mo.

Chair Report

Ms. Olson had nothing to report.

Board Reports

Ms. DeForest read from the Pathfinder meeting minutes regarding the Trustee Interest Group looking for a person to chair the group. Ms. McIntyre will share the link to the board. She included information on young adult areas within libraries.

City/Library Management Agreement Committee Report

Ms. Bulger gave an update. The Library and the City are continuing to meet. A special meeting may be scheduled at a later date.

VII. OLD BUSINESS

PUBLIC LIBRARY STANDARDS POLICY REVIEW: COLLECTION MANAGEMENT POLICY

Ms. McIntyre presented the Collection Management Policy.

Ms. DeForest asked for clarification on the term "At Risk Fiction". Ms. McIntyre explained that the Montana Room does not hold fiction. If a book from a Montanan

author doesn't get checked out, we still keep it. Discussion has been had regarding what to do with those books. Some of these books would be lost if we don't keep a copy. The library is still working on the best way to archive them. Currently the library is storing them in the annex.

Ms. Olson asked if anyone had comments or questions regarding the forms. Upon hearing none she asked for a motion.

Ms. Bulger moved that the Great Falls Public Library Board of Trustees approve the library collection management policy as presented. 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 with concerns regarding the ALA.

Ms. Olson asked if there were 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. NO: Ms. Johnson.)

MONTANA STATE LIBRARY: QUARTERLY TRAINING

Ms. McIntyre asked the board for feedback on the training video she emailed as well as recommendations for quarterly training in January.

Ms. Bulger recommended having an information chart to look at while a topic is being discussed.

Ms. Johnson recommended that the board polish up on parliamentary procedures.

Ms. DeForest recommended that the library's mission statement be on the top of the agenda, and be read when the meeting begins. Ms. Crist agreed with Ms. DeForest.

Ms. DeForest also recommended annual training in Robert's Rules.

Ms. Bulger recommended training on "Building Coalitions".

Ms. Crist stated that the training video was a good reminder for the board. She cited several positives including how the Board Chair has the option to take a break if there is conflict.

VIII. NEW BUSINESS

RETAINING LEGAL COUNSEL TO ATTEND MONTHLY BOARD MEETINGS

Ms. McIntyre presented her report to the board.

Ms. Crist stated that she is in favor of legal advice. She asked if this would be in perpetuity and suggested that it be reevaluated in a year. Other members of the board agreed that it should be reevaluated after a set amount of time.

Ms. Johnson stated that the city attorney should be our first resource. She added that we should look at other boards, similar to the library board, to see what they have.

Ms. Johnson added that if the board was versed in parliamentary procedures, we would not need counsel to be present at the meetings.

Ms. Johnson suggested we wait on voting until after the renegotiation with the city has completed and it should go through the hiring process. Ms. McIntyre stated that the library would go through all the contracting procedures for the position; she added that very few attorneys in Great Falls have Mr. Bronson level of expertise and willingness.

Ms. DeForest stated that she would like parameters set.

Ms. Olson added that in the past it was discussed sending out a RFQ for an attorney to be on retainer. Having someone that can step in at a moment's notice would be wise.

Ms. Bulger asked what the time frame parameter would be. Ms. Johnson suggested it would be to end of Fiscal Year.

Ms. Olson asked if someone would like to make a motion to include the parameter.

Ms. Johnson moved that the motion for retaining legal counsel be tabled until more specific information regarding what is actually being moved to approve. Ms. DeForest seconded the motion. Ms. Olson opened for any board discussion or public comment.

Jane Weber, a resident of Great Falls addressed the board. She stated that she supported the library getting legal counsel.

Richard Irving, a resident of Great Falls addressed the board. He agreed that the library should retain legal counsel.

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

IX. PROPOSALS/COMMENTS FROM TRUSTEES

No new proposals/comments were presented

X. ADJOURMENT

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

Motion passed unanimously.

Ms. Olson adjourned the meeting at 5:40 pm.