Great Falls Public Library
Board of Trustees Board Meeting
Friday, May 30, 2025
Great Falls Public Library – Director's Office (3rd Floor 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)
3:00 p.m.

BOARD MEMBERS PRESENT: Ms. Jessica Crist, Ms. Sam DeForest, Ms. Noelle Johnson, Ms. Whitney Olson

BOARD MEMBERS ABSENT: Ms. Anne Bulger

EX OFFICIO BOARD MEMBERS PRESENT: Ms. Shannon Wilson – City of Great Falls Commissioner (via zoom)

EX OFFICIO BOARD MEMBERS ABSENT: Mr. Joe Briggs – Cascade County Commissioner

STAFF PRESENT: Aaron Kueffler, Sara Linder-Parkinson (via zoom), Susie McIntyre

GUESTS PRESENT: Richard Irving – Resident of Great Falls

Ms. Olson called the meeting to order at 3:00 pm.

I. AGENDA APPROVAL

Ms. Olson asked for an agenda approval.

Ms. Crist moved that the Great Falls Public Library Board of Trustees approve the agenda as presented. Ms. Johnson 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.

II. PLEDGE OF ALLEGIANCE

III. PUBLIC COMMENT

Richard Irving, a resident of Great Falls, addressed the board. He informed us that he will just be listening today

IV. OLD BUSINESS

Ms. Olson asked Ms. McIntyre gave an update on what she found regarding the budget approval; and how long it took to address it and what the situation was.

Ms. McIntyre stated that the problem was figured out fairly quickly. Mr. Levi Johnson from fiscal informed us that every time we make a project, when they put it into the budget software, it causes an amendment to the budget. When we approved the Cushing Terrell contract, and made a project for it, it triggered amending the budget. That is why the adopted budget was not correct. Ms. McIntyre went on to explain how the Cushing Terrell numbers for the fiscal year were calculated. Ms. McIntyre pointed out that budgets are a best estimate of what is going to happen. The 2221 budget is always the most difficult to predict because we do not know right now what projects we are going to ask the foundation to fund next January.

Ms. McIntyre stated time wise, it took a couple hours to get the information, and another couple to coordinate a time for everyone to meet. Mr. Kueffler then had to make sure the budget numbers were correctly entered into New World and generate the packet. Mr. Sorich took about half an hour to get everything posted. Between the three of us, it took around eight hours' worth of time.

Ms. Johnson stated that the reason the prior year columns are on the budget is to do comparison, but the amended budget that we see is not what was adopted. Ms. McIntyre confirmed that. She added that the library makes what we anticipate is the budget, then when the board approves projects and it get put forward to the foundation, money gets moved around. She added that she is unaware of a better way to do it. Ms. McIntyre stated that a past director informed her that the 2221 budget has to be made up since it is hard to predict what will happen and what donations come in.

Ms. Johnson asked what line item in revenue do approved projects it typically come out of. Ms. McIntyre stated we put it in the expense line that corresponds to what it is. Ms. Johnson asked if it's going into a line item that already exists and that was budgeted for, how is the budget then amended within the system. She stated that a budget is amended when adding new things, but if it is already in the budget it should not be amended. An example is the 2220 budget, when we spend money on books or supplies it doesn't amend the budget it just goes into a line item. Ms. McIntyre explained that when we are given $10,000 to spend on computer programming, we are spending other money on computer programming as well. In order for Mr. Kueffler to track the foundation grant project money where they have allocated it, he makes what's called a project. If it all goes into the line item then if we spend some money from the foundation grant project, some money from DLT, some money from someplace else; we can't track that that project hit $10,000. Ms. McIntyre continued to explain why projects are not used under 2220.

Ms. DeForest stated that she would prefer to see what we actually spent last year to what we think we are going to spend next year. Ms. McIntyre stated that since FY25 isn't over, the actual would be wrong. Ms. McIntyre added that we have to adopt the budget here in May and the only money we have for 2025 only goes through April. If I

give you the 2025 actual, they'll be super skewed, because we won't have two months of expenses. Ms. McIntyre has made notes for next year.

Ms. Olson asked for a motion.

Ms. DeForest moved that the Great Falls Public Library Board of Trustees approve the FY2026 2221 Foundation/Donation budget as presented. Ms. Crist seconded the motion. Ms. Olson opened for any board discussion or public comment.

Richard Irving, a resident of Great Falls, addressed the board. He asked if what he had was everything that is in the board packet, or does the one online have more. Ms. McIntyre stated that the board packet is online. He then asked if he could get a printout. Mr. Kueffler gave him one. He then requested that if updates are made to the packet, they be printed in red like the city does. Ms. McIntyre does not believe the city does that, but asked that he show her an example.

Ms. Olson asked if there was any additional public comment. Upon hearing none she added that this all could have been handled in our previous meeting if we would have known that there was a problem beforehand.

At this point in time, a discussion was had among board members regarding etiquette and expectations of the board as a whole and as individuals.

Ms. Olson asked if there was more board discussion, upon hearing none, Ms. Olson called for a vote. Motion passed unanimously.

V. NEW BUSINESS

Ms. Olson informed the board that at the next meeting there will be an executive session. It will likely be at the very beginning of the meeting to accommodate the attendees.

VI. PROPOSALS/COMMENTS FROM TRUSTEES

No proposals or comments were given.

At this point a motion for adjournment was called. The meeting was reopened to discuss the plan to present the budget to the city.

Ms. McIntyre stated that a date has not yet been set to present the budget to the commission. Ms. McIntyre is waiting on guidance from the City Manager and the Deputy City Manager. Ms. McIntyre suggests that it be similar to how the board presented the annual report where we just have on board member present. Ms. McIntyre will work on the slide deck and send it to everyone for suggestions.

VII. ADJOURNMENT

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

Motion passed unanimously.

Ms. Olson adjourned the meeting at 3:29 pm.