

**Great Falls Public Library
Board of Trustees Board Meeting
Tuesday, April 28, 2020
Live Stream
4:30 p.m.**

BOARD MEMBERS PRESENT: Ms. Anne Bulger, Mr. Mitch Tropila, Ms. Whitney Olson, Ms. Sam DeForest and Ms. Susan McCord

BOARD MEMBERS ABSENT: None

EX OFFICIO BOARD MEMBERS PRESENT: Mr. Owen Robinson, Ms. Jane Weber

EX OFFICIO BOARD MEMBERS ABSENT: None

STAFF PRESENT: Ms. Susie McIntyre, Ms. Sara Linder-Parkinson, Ms. Kathy Wight, Ms. Rae McFadden and Mr. Triston Kanode

GUESTS PRESENT: Ms. Debbie Kuntz, GFPL Foundation Liaison, Ms. Jenn Rowell, The Electric Reporter and Mr. Larry Stimac, Library Patron

Mr. Tropila called the meeting to order at 4:35 pm.

I. AGENDA APPROVAL

Mr. Tropila asked if anyone had anything to add or remove from the agenda approval. Upon hearing none he asked for a motion to approve the agenda.

Ms. Bulger moved to approve the agenda as presented. Ms. DeForest seconded the motion. Mr. Tropila opened for any board discussion or public comment. Upon hearing none Mr. Tropila called for a vote. Motion passed unanimously.

II. CONSENT AGENDA

Mr. Tropila asked if there were any questions or comments from the committee regarding the consent agenda items on pages 1-27, and the personnel report on pages 36-37.

Ms. Bulger asked if some of the graphs could be changed so the bar isn't going into the heading. Ms. McIntyre said she is able to change them.

Ms. Bulger had a question regarding the salary totals on pages 18 and 23. The month to date total dropped. Mr. Tropila asked if page 18 reflected the last full month of payroll

before shelter in place occurred. Ms. McIntyre indicated that this reflects the cities transition from payroll being paid twice a month to every other week.

Mr. Tropila wanted to clarify that the Library has not had to lay anyone off during the pandemic. Ms. McIntyre said that is correct.

Mr. Tropila asked if there were any other questions and if not he would entertain a motion to approve the consent agenda.

Ms. Bulger moved to approve the consent agenda as presented. Ms. Olson seconded the motion. Mr. Tropila opened for any board discussion or public comment. Upon hearing none Mr. Tropila called for a vote. Motion passed unanimously.

III. OPERATING VOUCHERS

Mr. Tropila asked if there were any questions on the Operating Vouchers on pages 28-35.

Ms. Bulger asked what Baker & Taylor was. Ms. McIntyre explained that was where we order the bulk of our books from.

Mr. Tropila asked if there were any other questions and if not he would entertain a motion.

Ms. Bulger moved that the Great Falls Library Board of Trustee approve the claims and payroll as presented. Ms. McCord seconded the motion. Mr. Tropila opened for any board discussion or public comment. Upon hearing none Mr. Tropila called for a vote. Motion passed unanimously.

IV. DIRECTOR'S REPORT

Ms. McIntyre informed everyone that the Air handler Project is finally finished. The final walkthrough happened on March 11th.

TD&H will be providing the engineering work on the basement mitigation. They will be doing testing and surveying and creating a plan that can be sent out to bid. The project is expected to be budgeted in the next fiscal year.

Ms. McIntyre indicated that Mr. Tropila will be leaving the board at the end of his term. Two applications have already been submitted to the city for his seat. Applications are due May 8th. We will include the applications in the May board packet for you to review. Mr. Tropila asked if the deadline could be extended to June 8th since the pandemic has caused potential applicants not to apply. Mr. Tropila asked if the board

was okay with that suggestion. All members said they would be fine with the extension. Ms. McIntyre will ask the city to extend the deadline.

Ms. McIntyre indicated that the Library is a Census Be Counted site, but due to the pandemic not much has been done. The Library has received two small grants, and will be pushing social media, flyers, and billboard awareness since the Library is closed to the public.

Staff has been working on city fiscal reconciliation. This has helped determine what we have remaining in our project accounts.

The City has started the budget process. Due to the pandemic the city has instructed all departments to not have any above and beyond requests or add new staff. A lot will depend on the taxes that come in.

A strategic plan update is included in the packet. Due to the pandemic we have accomplished very little but are still moving forward.

Ms. McIntyre indicated that all staff, with the exception of custodial staff, has been working remotely during shelter in place. If staff does have to go in, we are doing it in staggered shifts. A discussion was had regarding the best safety practices and the different stages of opening.

Ms. McIntyre updated the board with some of the accomplishments from staff during the shelter in place.

V. CHAIRMAN'S REPORT

Mr. Tropila wanted to say on behalf of the library board thank you to all the staff that has been working during the pandemic.

Mr. Tropila also thanked Susie for letting the board know what has been going on at the library.

VI. BOARD REPORTS

Ms. Bulger attended the Foundation meeting on the 20th.

VII. PROPOSALS/COMMENTS FROM TRUSTEES

Ms. Weber had nothing to report at this time.

VIII. GFPL FOUNDATION REPORT

Ms. Kuntz informed us that the Foundation received a large anonymous donation to pay late fines. They will hold the funds until Ms. McIntyre is ready for the funds. The final total of the Book-a-Thon was up from last year. She wanted to let everyone know that all proceeds went to the Library. Five on Black will be offering a percentage of their gross sales on a designated date to the Library foundation. The date is tentatively scheduled for June but may change depending on the progression of the pandemic.

Ms. Kuntz updated everyone on the Foundation members that have served their terms and their replacements.

IX. OLD BUSINESS

Mr. Tropila asked if there was any old business to discuss. Hearing none he moved on to New Business.

X. NEW BUSINESS

1. Great Falls Public Library Staging Response to COVID-19 Pandemic (Page 73)

Ms. Weber wanted to remind everyone of the governor's stages of reopening and to remind everyone that the numbering of the governor's stages are opposite to the Libraries.

A question was asked on the process of the curb side pick-up. Ms. Linder-Parkinson explained the planned process and the times of availability.

A discussion was had regarding the stages and precautions.

Mr. Tropila asked if there were any other questions and if not he would entertain a motion.

Ms. DeForest moved that the Great Falls Library Board of Trustees approve the Great Falls Public Library Staging Response to COVID-19 Pandemic as presented. Ms. Bulger seconded the motion. Mr. Tropila opened for any board discussion or public comment.

Mr. Stimac wanted to say what a great job the staff has been doing. Mr. Stimac indicated that he uses the computers at the library to check his email and the library is the only way he can check them. Mr. Stimac also voiced a concern on the homeless population and their exposure to the pandemic. He would like to suggest that the Library take people's temperatures as they enter the Library when it reopens. Mr. Tropila, thanked Mr. Stimac for attending and for his comments. Ms. McIntyre wanted to let Mr. Stimac know that she has

been looking into the option of taking temperatures of patrons arriving and has been talking with the city about it.

Upon hearing no further public comment, upon hearing none Mr. Tropila called for a vote. Motion passed unanimously.

XI. PUBLIC COMMENT

There was no other public comment.

XII. ADJOURNMENT

Mr. Tropila asked if there were any other questions. Upon hearing none, he adjourned the meeting.

Mr. Tropila adjourned the meeting at 6:00 pm.