

**Great Falls Public Library**  
**Board of Trustees Board Meeting**  
**Tuesday, March 23, 2021**  
**Great Falls Public Library – Montana Room (3<sup>rd</sup> Floor of the Library)**  
*(Virtual access to meeting was available upon request)*  
**4:30 p.m.**

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

BOARD MEMBERS ABSENT: Ms. Susan McCord

EX OFFICIO BOARD MEMBERS PRESENT: Ms. Mary Moe – City of Great Falls Commissioner (via zoom), and Mr. Don Ryan – Cascade County Commissioner

EX OFFICIO BOARD MEMBERS ABSENT:

STAFF PRESENT: Mr. Harold Wormington (via zoom), Ms. Susie McIntyre, and Mr. Aaron Kueffler

GUESTS PRESENT: Ms. Jacqueline I. Heinen – General Public, Ms. Cindy Bumgarner – General Public, Ms. Melissa Kinzler – City of Great Falls Finance Director (via zoom), Mr. Bill Tacke - GFPL Foundation Liaison (via zoom), and Ms. Jill Baker - GFPL Foundation Director (via zoom)

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

**I. AGENDA APPROVAL**

Ms. Olson asked if anyone had any additional items to add or remove from the agenda approval. If not she would entertain a motion.

Ms. Bulger moved to approve the agenda as presented. 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 unanimously.

At this time Ms. McIntyre asked Mr. Wormington to give a brief overview of who he is, what he does, and how long he has worked at the library. Mr. Wormington left the meeting after his introduction.

**II. CONSENT AGENDA**

Ms. Olson asked if there were any questions or comments from the committee regarding the consent agenda items on pages 1-26, and the personnel report on page 31.

Ms. Bulger had a change on page two, third paragraph down. It says "Ms. McCord as", and should read "Ms. McCord asked". On page three, last paragraph, fourth sentence, there should be a semicolon between the words yet and we. On page five, sixth paragraph down, the sentence that reads "...knew Alma, and felt that she would be..." should read "...knew Alma, and who felt that she would not...". On page seven, third paragraph, last sentence reads "...action would to not talk about it." It should read "...action would be to not talk about it."

Ms. Crist had a change on page three, first paragraph under the director's report. It reads "...on the basement flooding." And should read "...on the basement flooding project." On page four, under COVID-19 it reads "...to match the Governor's stages." It should read "...to match the previous Governor's stages." Ms. Crist also brought up that we should honor Ms. Alma Jacobs by referring to her as Ms. Jacobs and not just Alma.

Ms. Bulger had a question for Ms. McIntyre on page six. The third paragraph reads "... we also look for other ways we can honor Ms. Jacobs. There have been many suggestions..." Ms. Bulger asked if any new suggestions were brought up since the last meeting. Ms. McIntyre stated that it was recommended that the Montana State Library Association create an Alma Smith Jacobs award.

Ms. DeForest had a question on page 22. She asked if the bookmobile expenses have always been separate or if it was because of the new report. Ms. McIntyre stated that in the past they were combined, but this report separates them. Ms. DeForest asked if there was a reason to separate them out. Ms. McIntyre said they were separated to determine how much it costs to operate the bookmobile.

Ms. DeForest asked if the 2019 and 2020 would ever be populated on pages 21 & 22. Ms. Kinzler stated that those would remain empty, but as years progressed the previous year totals will begin to populate.

Ms. Olson asked if there were any other questions and if not she would entertain a motion to approve the consent agenda.

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

### **III. OPERATING VOUCHERS**

Ms. Olson asked if there were any questions or comments from the committee regarding the operating vouchers on pages 27-30.

Ms. Bulger asked Ms. McIntyre how she felt in regards to revenue. Ms. McIntyre has created a worksheet with estimated income and expenses. She informed us that income has been down, but so has expenses.

Ms. Olson asked if there were any other questions and if not she would entertain a motion to approve the operating vouchers.

Ms. Bulger moved that the Great Falls Library Board of Trustees approve the claims and payroll as presented. 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 unanimously.

#### **IV. DIRECTOR'S REPORT**

Ms. McIntyre wanted to reiterate how great staff has been through COVID.

We have started on the library roof project. The city manager has signed the contract with Nelson Architects. Ms. McIntyre will be meeting with them next week to make a schedule. Nelson Architects will do an evaluation of the roof and provide a cost estimate. Ms. Olson asked if there was any concern with finding contractors that can bid on the project. Ms. McIntyre stated that with the ARPA money, there will be multiple infrastructure projects planned and some construction companies may not have the time to bid on the project. If that happens, we will put it out to bid next year.

Ms. McIntyre informed us that the bookmobile will soon be here. We are hoping it will be delivered next week or the week after. Public Works will be assisting on reconfiguring the garage bay to fit the new bookmobile. The old bookmobile will be sold through a city auction.

Ms. McIntyre hopes that everyone had a chance to experience the Pi Day escape room. It was created by Ms. Lara and focused on math. A special thanks to Perkins for partnering with the Library to provide a slice of pie to participants.

Ms. McFadden has been working with the local Raising Readers committee. This is another great partnership for the library. They are working on getting a book a month to every young reader in Great Falls and Cascade county.

The Library is working with other organizations to create a new festival. The working name is 'The Missouri River SAM festival'. SAM stands for Sports, Arts and Music. It will be held in September and the library plans on hosting some events at the library.

Ms. McIntyre announced that the Montana Room is now open. The Genealogy Society rents the space in the back and staffs the room. It was closed due to COVID. Now that

most of the members have been vaccinated they have returned. They will have the room open from 1p-4p, Tuesday-Saturday.

## **V. GFPL FOUNDATION REPORT**

Mr. Tacke informed us that the Foundation is excited for the arrival of the new bookmobile. The wording 'Great Falls Public Library' has been placed as separate vinyl. If the library does end up changing its name, it will be easier to remove and place a new name. Once the bookmobile arrives, arrangements will be made for a PSA and some sort of event that people can come and take a look at it in a safe manor.

The next project is the spring newsletter.

Ms. Olson stated that the library board is very grateful for all the hard work the foundation has put in for this new bookmobile.

## **VI. CHAIRMAN'S REPORT**

Ms. Olson had nothing to report.

## **VII. BOARD REPORTS**

There was nothing to report.

## **VIII. PROPOSALS/COMMENTS FROM TRUSTEES**

There was nothing to report.

## **IX. OLD BUSINESS**

### COVID-19

Ms. Bulger asked if staff had a preferred option on page 59. Ms. McIntyre stated that she would like to receive feedback from the community. Ms. Crist asked how feedback would be obtained. Ms. McIntyre said that it could be combined with the survey for the renaming of the library as well as online and in person questions. This is a good opportunity to reset and look at how we do things, and finding ways to best serve our community. Ms. DeForest asked if Option B were the hours the library had before COVID. Ms. McIntyre said it was for about six months before COVID hit. Ms. DeForest asked if one of these options would become our new normal after COVID. Ms. McIntyre stated that is the current plan, but she is open to talk about other options and ideas. Now is the time to discuss it.

Ms. Olson asked if any board members had any questions. If not she would open the floor to public comment.

Ms. Jackie Heinen introduced herself. Ms. Heinen stated that she has been a library patron for 20+ years. She is a home educator and comes to the library about once a week. She would like to have the mask policy removed. She stated that the Governor recently removed the state mask mandate and the Cascade County Health Department has done the same. She feels this is a positive move toward returning to normal life.

Ms. Heinen stated that she has studied information by healthcare professionals and is considered to be part of the vulnerable population due to her age and race. Ms. Heinen informed us that she attends the Peak twice a week and she feels they serve a population similar to the library. The Peaks sanitation measures have been extensive but they are slowly removing restrictions a little at a time including the requirement to wear a mask.

Ms. Heinen recommended that the library post signs saying "Masks are not mandatory but recommended" and to continue to post our safety guidelines. She also recommended that we remind patrons that they can select books online and receive curbside service as well as continuing to have special hours for the vulnerable population while keeping our sanitation measures.

Ms. Heinen respects the concerns of the staff and thanked the board for their consideration.

Ms. Cindy Bumgarner introduced herself. Ms. Bumgarner stated that she appreciates the library and its board. Ms. Bumgarner informed us that she is a retired school teacher agrees with Ms. Heinen and what she brought up and that small actions would make for a happier and friendlier atmosphere. She stated that checking a book out online is not the same as coming in to the library and asked that the library remove their mask requirement.

Ms. McIntyre stated that the highest priority is to serve the community and she understands it is difficult for some people to wear masks. Ms. McIntyre stated that she has to balance the needs of the community with the needs of the staff. Ms. McIntyre reminded everyone that most libraries are still requiring masks, and that the Great Falls Public Library has been offering more services than most of the other libraries. Some libraries are not even open and some have time and occupancy limits. We have been as flexible as we can and she recommends that we keep the mask policy in place until all staff has had the opportunity to be vaccinated. Ms. McIntyre also reminded everyone that if one staff member gets sick, the library will close for everyone.

Ms. Bulger stated that she is in regularly to use the computers and has watched staff interact with patrons. It is very difficult to maintain distance when helping some patrons on the computers. Staff usually has to stand behind or besides the patron.

Ms. Crist stated that she is a supporter of the masks, but understands people's need to know how long the mask requirement will stay. Ms. Crist suggests some sort of posted information answering the question "How Long?" She suggests we answer it with "As soon as all staff has had an opportunity to get vaccinated". This would imply that there is an actual end to it.

Mr. Tacke said it is far better to err on the side of caution and to continue to follow the guidance and recommendations of the CCHD. There is a light at the end of the tunnel as long as we hang in there and remain patient things will get back to normal.

### Renaming Subcommittee

Ms. Crist reminded everyone that this committee was created to get public input on the renaming of the Great Falls Public Library. Pages 63 and 64 of the board packet contain the proposal of the committee. The committee has not yet had its first meeting. The process of recruiting members is still underway. Ms. Crist expects the first meeting to occur near the end of April.

Ms. Olson thanked Ms. Crist for taking the lead on this committee and setting it up. Ms. Olson also asked if a task of the committee was to get more information on the Alma Smith Jacobs Foundation that was set up in Great Falls. Ms. McIntyre informed us that one of the main things that the Alma Smith Jacobs Foundation did was to get Ms. Jacobs recognized as one of the great Montanans. Ms. McIntyre has been in contact with one of the founders of the foundation and hopes she will be on the committee.

Ms. Bulger asked how the committee members are chosen. Ms. Olson said they are looking for people with a history with the library and those who have expressed interest. She also stated that the committee is open to additional board members joining or other member suggestions. Ms. McIntyre said it will be a large time commitment and that has made it difficult to recruit members.

Ms. Crist informed us that the Committee will be meeting with groups around the community and listening to what they have to say. She encourages other board members to participate where they can.

Ms. Olson asked how the committee will be reporting. Ms. McIntyre suggests that the committee give updates on the progress monthly, but wait until the end to give a full report.

### Library Standards Calendar

Ms. McIntyre explained the color coded materials budget on pages 65-66. We will have roll over from this year so we plan to budget less.

## **X. NEW BUSINESS**

### City Financial Presentation

Ms. Kinzler presented to the board via zoom. Ms. McIntyre recorded the presentation to use for the onboarding of new board members.

### Patron Behavior Policy Update

Ms. McIntyre presented the changes to the policy on pages 45-48. She explained that we had to update our weapons policy. She explained that if we see a weapon we can ask the patron to leave. Ms. Olson asked if staff felt comfortable doing that. Ms. McIntyre said they are not excited about it. She stated that staff can call non-emergency if they do not feel comfortable. She also indicated that some of the language was cleaned up in the patron behavior policy.

Ms. Olson asked if there were any other questions and if not she would entertain a motion to approve the updates to the Patron Behavior Policy.

Ms. DeForest moved that the Great Falls Library Board of Trustees approve the changes to the patron behavior policy 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.

## **XI. PUBLIC COMMENT**

No public comment.

## **XII. ADJOURNMENT**

Ms. Olson asked if there were any other questions; upon hearing none she would entertain a motion.

Ms. Crist moved that the Great Falls Library Board of Trustees adjourn the meeting. 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.

Ms. Olson adjourned the meeting at 6:26 pm.