

**Great Falls Public Library**  
**Board of Trustees Board Meeting**  
**Tuesday, May 28, 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 (via zoom), Ms. Jessica Crist, Ms. Noelle Johnson, Ms. Whitney Olson

BOARD MEMBERS ABSENT: Ms. Sam DeForest

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

EX OFFICIO BOARD MEMBERS ABSENT: Ms. Rae Grulkowski – Cascade County Commissioner

STAFF PRESENT: Ms. Tina Cowhick, Mr. Aaron Kueffler, Ms. Susie McIntyre, Ms. Sara Linder-Parkinson, Mr. Jake Sorich, Mr. Charles Weber

GUESTS PRESENT:

Keith Duncan – Resident of Great Falls, Richard Irving – Resident of Great Falls, Brianne Laurin – GFPL Foundation Executive Director, Jenn Rowell – The Electric (via zoom), Bill Tacke – 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. Crist moved that the Great Falls Public Library Board of Trustees approve the agenda items 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. STAFF INTRODUCTIONS**

Ms. Tina Cowhick and Mr. Charles Weber introduced themselves and talked about their positions at the Library and how they came to be at the Library. After questions from the board, they left the meeting.

### **III. PUBLIC COMMENT**

Mr. Richard Irving, a resident of Great Falls, addressed the board. He stated his concern that the Safety Specialist are hanging out with the kids and not the unhoused patrons. He voiced his concerns that the visitor statistics record unhoused patrons going in and out throughout the day as multiple visits. He voiced his concern that the library is not warning people that Mango languages is saving voice prints. He voiced his concern that no one has questioned the Director on spending money to rent the Mansfield Theater for an event that didn't happen. He voiced his concerns with plans to move kids into the basement. He voiced his concern with the board packet not being on the screen during the board meetings. He also voiced his concerns with having to pay for a copy of the board packet

### **IV. ADOPTION OF THE MINUTES**

Ms. Crist provided Mr. Kueffler with an email of spelling and sentence fragment corrections.

Ms. Johnson made a motion that the Great Falls Board of Trustees approve the minutes with changes that were submitted. Ms. Crist seconded the motion. Ms. Olson opened for any board discussion or public comment. Ms. Olson asked if there were any additional comments, upon hearing none she 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. Bulger had a question regarding line item 365100 on page 9. She asked what the 10,000 was from. Ms. McIntyre stated that we had budgeted for 10,000. The year to date states \$313,740.67 has been received. She reminded the board that \$300,000 was from the foundation. The rest was from the Friends of the Library.

Ms. Johnson had a question regarding line item 435900 on page 10. With it being over 100%, she asked if there were any known expenses for the remaining two months. Ms. McIntyre stated that legal fees will be added to that line item in the coming months. Ms. McIntyre added that this line item also covers snow plowing, random drug testing, and sprinkler repair. She stated that this item is difficult to budget for.

Ms. Johnson ask for clarification on what the refunds were for under petty cash on page 11. Mr. Kueffler stated that it refers to multiple items; he explained that if someone pays for a lost book, then finds it at a later date, they are refunded through petty cash. If money is lost in the vending machine or copy machine, it is also refunded through petty cash.

Ms. Crist 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 comment. Upon hearing none she called for a vote. Motion passed unanimously.

## **VI. REPORTS**

### Management Team Report

Mr. Sorich gave his communications report.

Ms. Bulger stated that she was glad to be receiving the press releases. She also stated that she likes the links to the videos.

Ms. Olson asked if the recorded board meetings are on the library's YouTube channel. Mr. Sorich stated they are hosted there, but can only be accessed through the library's website. Ms. Olson asked how are recordings of events decided. Mr. Sorich stated that we record every event; when he is able to attend events he also takes photographs. Ms. McIntyre added that if the presenter doesn't want an event recorded we will not record it.

Ms. Olson asked if the Great Falls Edit was new. Mr. Sorich stated that they started in April.

### Director Report

Ms. McIntyre presented her director's report.

### Statistical Report

No one had questions or comments concerning the Statistical Report.

### Personnel Report

Ms. McIntyre added that Mr. Bob Miller has decided to retire. His last day will be August 1<sup>st</sup>. Ms. McIntyre suggests we hire for a replacement as soon as possible so there can be an overlap for training.

### GFPL Foundation Report

Ms. Laurin presented the annual report from the Foundation. She reported that the Friends of the Library Book Sale had over \$14,000 in sales this year. The Foundation participated in Give Great Falls, \$1,600 was raised. The Foundation attended the Non-

Profit showcase at the Newbury. Ms. Lauren also stated that the Foundation has submitted a draft of the letter of agreement to the city for review.

Ms. Bulger asked if this letter of agreement will be able to tie up loose ends. Ms. Lauren believe it will. She stated that she has talked to the other libraries that have done remodels, and they have done the same thing. She believes this will allow tax payers to know the Foundation has raised the money, and has voted on and approved the design contract.

#### Chair Report

Ms. Olson had nothing to report at this time.

#### Board Reports

Ms. Crist stated that her, Ms. Cawley, and Ms. McIntyre are on the committee planning this year's Juneteenth celebration at Gibson Park. It has been well attended in the past. More information will be available soon.

#### City/Library Management Agreement Committee Report

Ms. Olson stated that her, Ms. Bulger, and Ms. McIntyre have met with city representatives twice to date. She stated that the city would like to discuss the length of the agreement; going from one year to something longer. They would also like to discuss the financial ramifications of the mills by agreement. We are now waiting on their next steps. Ms. Olson added that Mr. Bill Bronson was also present on behalf of the Library.

### **VII. OLD BUSINESS**

#### PUBLIC LIBRARY STANDARDS: LIBRARY STANDARDS ROADMAP REVIEW – POLICY

Ms. McIntyre presented. She recapped the information that was presented in the board packet.

#### PUBLIC LIBRARY STANDARDS POLICY REVIEW: EMERGENCY PROCEDURES

Ms. McIntyre presented. She recapped the information that was presented in the board packet.

Ms. Johnson asked which jobs could be worked remotely. Ms. McIntyre stated it would depend on if the Library is called in to support the city in a crisis. The health department could have enlisted the library to do contact tracing. In that instance all staff could have participated remotely. Ms. Linder-Parkenson added that items for remote work can be

found for short term, but any extended time would possible result in staff being furloughed.

Ms. Olson asked if anyone had any additional questions. Upon hearing none she asked for a motion.

Ms. Johnson moved that the Great Falls Public Library Board of Trustees approve the Emergency Procedures policies as presented. Ms. Crist seconded the motion. Ms. Olson opened for any board discussion or comment. Upon hearing none she called for a vote. Motion passed unanimously.

## **VIII. NEW BUSINESS**

### LIBRARY FOUNDATION/DONATION BUDGET

Ms. McIntyre presented. She explained the information that was presented in the board packet.

Ms. Johnson asked where we were at in the \$873,000 that is needed. Ms. Laurin stated that the foundation has raised \$1.1 million designated for the library remodel project. It currently sits in a high yield account at D.A. Davidson. This will allow interest to be gained. Per the agreement, the Library will pay the initial invoices from the funds currently in the 2221 (Foundation/Donation) account. Once those funds are expended, when the Library receives an invoice, the Library will request the invoice amount from the Foundation. The Foundation will provide the funds to the Library who will then pay the invoice.

Ms. Olson asked if there was any more discussion. Upon hearing none she asked for a motion.

Ms. Bulger moved that the Great Falls Public Library Board of Trustees approve the Library Foundation/Donation budget as presented. Ms. Crist seconded the motion. Ms. Olson opened for any board discussion or public comment. Upon hearing none she called for a vote. Motion passed unanimously.

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

Ms. Olson asked if anyone has approached Ms. McIntyre regarding a board member becoming certified. Ms. McIntyre stated that no one has approached her. Ms. Olson stated that she would be interested. Ms. McIntyre said she would assist Ms. Olson in getting set up.

## **X. ADJOURMENT**

Ms. Olson asked if there were any other questions or comments, upon hearing none, she asked for a motion.

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

Motion passed unanimously.

Ms. Olson adjourned the meeting at 5:23 pm.

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