

Great Falls Public Library
Board of Trustees Board Meeting
Tuesday, June 25, 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. 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

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

STAFF PRESENT: Ms. Sarah Cawley, Ms. Treva Higgins, Aaron Kueffler, Ms. Susie McIntyre, Mr. Lukas Meier, Ms. Sara Linder-Parkinson, Mr. John Roberts, Ms. Payten Zenahlik

GUESTS PRESENT: John Beckman – Resident of Great Falls, Keith Duncan – Resident of Great Falls, Richard Irving – Resident of Great Falls, Brianne Laurin – GFPL Foundation Executive Director, Sandy Rice – GFPL Foundation Liaison, Melissa Smith – Resident of Great Falls, Bill Tacke – Resident of Great Falls, Sue Warren – 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. 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.

II. STAFF INTRODUCTIONS

Mr. Lukas Meier and Mr. John Roberts 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

Melissa Smith, a resident of Great Falls addressed the board. She thanked the Library for the event in the Library Park that had Author Jamie Ford. She also thanked the Library for their support of Juneteenth.

Richard Irving, a resident of Great Falls, addressed the board. He stated that the Juneteenth event was nice, but the Library continues to present a fictional account of what Juneteenth was about.

He stated that he continues to be concerned with the Library financial reports, and the spending of money to rent the Mansfield Theater for an event no one showed up for. He is also concerned that the Library gave out a fictional amount that tax payers were going to have to pay on the levy. The Library did not reduce the amount or apologize to the tax payers.

He continues to voice his concerns with plans to move kids into the basement.

IV. ADOPTION OF THE MINUTES

Ms. Crist provided Mr. Kueffler with an email with grammatical corrections.

Ms. Johnson stated that on page two, a period was missing at the end of the first paragraph.

Ms. Johnson made a motion that the Great Falls Board of Trustees accept the minutes with the proofreading changes that were submitted. 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 voiced his concerns that the Library does not provide a written packet, or display the packet on the screen during the meeting.

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. McIntyre informed us that the packet contains two Year to Date reports. One is in the format that has previously been in the packets, the other is a report generated within the new city software. She asked that the board instruct her on what they would like to see going forward.

Ms. DeForest had a question on page 7, line item 311220 and line items 421900 & 423100. The percentages seem lower than expected. Ms. McIntyre stated that 311220 taxes are collected on a different schedule, they should show up on the next board packet. For 421900 & 423100, the budget number listed was the original budget, not the revised budget we enacted during the cash flow issues.

Ms. Johnson stated that using the report generated by the new software was preferred, especially if it saved on time having to rekey all the info into the old format. All board members agreed and instructed Ms. McIntyre to use the report from NewWorld.

Ms. McIntyre wished to clarify the Mansfield Theater concern mentioned in Public Comment. She explained it was for the Gathering of Families event. It was a community event that the Library was asked to participate in. The plan was to end the weeklong event at the Mansfield Theater. The library secured the location. The planning was challenging and not as many people participated as was desired. She added that Foundation funding was used.

Ms. Crist added that there are many challenges of working in partnerships. It was appropriate for the library not to take lead on that event and remain just a partner.

Ms. DeForest asked if we would have to pay for using the Mansfield Theater for Shakespeare in the Parks. Ms. McIntyre explained that the Mansfield is just a backup location. We do not need to put a payment down if no one else wants the venue that same evening. If they do, then we will need to put a deposit down. If no one else needs it that evening, and the Library doesn't need to use it, we will not have that expense.

Ms. Olson asked Ms. Laurin what the funds can be used for. Ms. Laurin stated that the funds are restricted to Adult Programming and Cultural Programming.

Ms. DeForest moved that the Great Falls Public Library Board of Trustees accept the financial reports as presented. Ms. Crist seconded the motion. Ms. Olson opened for any board discussion or comment.

Ms. Johnson asked if a Monthly Fund Balance could be provided at the bottom of the Income Statement. Ms. McIntyre stated that it would be easy to add going forward.

Ms. Olson asked if there were any more questions, upon hearing none she called for a vote. Motion passed unanimously.

VI. REPORTS

Management Team Report

Ms. Cawley gave her Community Engagement report.

Ms. Olson stated she was impressed with all the activities Ms. Cawley has facilitated in the last nine months.

Ms. Crist likes that Ms. Cawley is working on a plan to make better use of the Library volunteers.

Director Report

Ms. McIntyre presented her director's report.

Ms. Johnson indicated that the new website has been displaying 404 errors when searched from google. Ms. McIntyre stated that we are aware and working we are working on the search engine optimization (SEO).

Ms. Johnson asked where the Cushing Terrell invoices will show in the financial reports. Ms. McIntyre stated they would appear on the Vendor Summary report.

Statistical Report

No one had questions or comments concerning the Statistical Report.

Personnel Report

No one had questions or comments concerning the Personnel Report.

GFPL Foundation Report

Ms. Rice informed us that the Foundation has four new board members. Their terms begin on July 1st.

Ms. Rice is continuing to hold a raffle during the Music in the Library Park events

Chair Report

Ms. Olson had nothing to report at this time.

Board Reports

Ms. Crist stated that the Juneteenth celebration continues to grow each year.

Ms. Olson asked Ms. Crist if she has heard anything regarding the band shell removal. Ms. Crist stated that a neighbor informed her that incidents in the park have gotten a lot better.

Ms. DeForest gave a recap of the Pathfinder meeting she attended.

City/Library Management Agreement Committee Report

Ms. Olson stated that the negotiation was still in process, and there was nothing new to report.

Ms. Johnson asked if sub-committees could provide a written report. Ms. Olson stated that it could be done but some committees meet multiple times and may not have a full report ready. Ms. McIntyre added that most committees will give a verbal update month to month, then provide a written report when they officially present to the board. Ms. Crist added for the long term record it should be written down.

VII. OLD BUSINESS

PUBLIC LIBRARY STANDARDS: LIBRARY STANDARDS ROADMAP REVIEW – ACCESS TO LIBRARY SERVICES

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

It was discussed that the board would like to finish up the roadmap review within the next two months.

PUBLIC LIBRARY STANDARDS POLICY REVIEW: CITY OF GREAT FALLS PERSONNEL POLICY MANUAL

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

Ms. Johnson asked if a motion was needed since this is a city policy that we cannot change. Ms. Crist suggested we change to motion to say “acknowledging the receipt of”. It was decided that the minutes would reflect that it was reviewed and discussed and no motion was made.

VIII. NEW BUSINESS

LIBRARY DIRECTOR ANNUAL PERFORMANCE EVALUATION

Ms. Olson cited MCA 2-3-203 (3). She asked if Ms. McIntyre would like to waive her right to privacy. Ms. McIntyre stated that she would not.

Ms. Johnson asked if there was a form for her performance review. Ms. Olson stated she would go over that when they enter the executive session.

Ms. Olson moved that the board enter into an executive session. Ms. DeForest seconded. Ms. Olson called for a vote. Motion passed 3-1 (voting yes: Ms. Olson, Ms. DeForest, Ms. Crist. Voting no: Ms. Johnson)

EXECUTIVE SESSION BEGAN AT 5:44 PM

EXECUTIVE SESSION ENDED AT 7:19 PM

Ms. Olson gave a brief overview of what was discussed during the executive session. Ms. McIntyre's review was based upon her accomplishments in regard to the Library's strategic plan.

Ms. Crist moved that the Great Falls Public Library Board of Trustees approve the annual performance review of the Library Director. 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. He is heartened that the Ex-Officio member participated in the review and he recommends that the board change their policy so the Ex-Officio can vote. He is also heartened to see that the board is asking more questions than they use to. He stated that it is his opinion that the answers the board receives for the director are seldom facts. He suggests that the board place Ms. McIntyre on a very specific plan of correction with specific goals and consequences.

Ms. Johnson stated that she felt the conversation in the executive session was more of an evaluation of the strategic goals and not of an evaluation of the library director. Ms. Olson asked if Ms. Johnson would be voting against the motion. Ms. Johnson stated that she would be because she does not feel this was a performance review of the director.

Ms. Olson asked if there was any more board discussion, upon hearing none she called for a vote. Motion passed 3-1 (voting yes: Ms. Olson, Ms. DeForest, Ms. Crist. Voting no: Ms. Johnson)

IX. PROPOSALS/COMMENTS FROM TRUSTEES

Ms. Johnson stated that every individual board member has the right to vote how they want. She added that she is not voting against Ms. McIntyre, she is voting against the way the review was handled.

X. ADJOURNMENT

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

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 7:40 pm.

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