

**AGENDA**  
**GREAT FALLS PUBLIC LIBRARY**  
**BOARD OF TRUSTEES MEETING**  
**Tuesday, January 28, 2025**  
**Great Falls Public Library – Cordingley Room (Library Basement)**  
(Virtual access to meeting available upon request • 406-453-0349)  
**Notice: Meeting will be recorded via Zoom**  
**4:30 P.M.**

**Our Mission**

**The Great Falls Public Library serves as a connection point; we empower the community and enhance the quality of life by providing individuals access to information and social, cultural, and recreational resources.**

I. AGENDA APPROVAL

MOTION...THAT THE GREAT FALLS PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE/DISAPPROVE THE AGENDA AS PRESENTED.

SECOND                      PUBLIC COMMENT                      BOARD DISCUSSION                      VOTE

II. STAFF INTRODUCTIONS

III. PUBLIC COMMENT

IV. ADOPTION OF THE MINUTES OF THE REGULAR NOVEMBER MEETING (Pages 1-8)

MOTION...THAT THE GREAT FALLS PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE/DISAPPROVE THE MINUTES AS PRESENTED.

SECOND                      PUBLIC COMMENT                      BOARD DISCUSSION                      VOTE

V. ACCEPTANCE OF THE FINANCIAL REPORTS (Pages 9-27)

- A. INCOME STATEMENTS NOVEMBER & DECEMBER 2220 (OPERATING BUDGET)
- B. INCOME STATEMENTS NOVEMBER & DECEMBER 2221 (FOUNDATION/DONATION BUDGET)
- C. CASH FLOW SHEET JANUARY
- D. LIBRARY VENDOR SUMMARY FOR NOVEMBER & DECEMBER
- E. FOUNDATION VENDOR SUMMARY FOR NOVEMBER & DECEMBER
- F. NOVEMBER & DECEMBER DONATION REPORT

MOTION...THAT THE GREAT FALLS PUBLIC LIBRARY BOARD OF TRUSTEES ACCEPT/NOT ACCEPT THE FINANCIAL REPORTS AS PRESENTED.

SECOND                      PUBLIC COMMENT                      BOARD DISCUSSION                      VOTE

VI. REPORTS (Pages 28-44)

- A. MANAGEMENT TEAM REPORT (CUSTODIAL TEAM)
- B. DIRECTOR REPORT
- C. STATISTICAL REPORTS
- D. PERSONNEL REPORT
- E. GFPL FOUNDATION REPORT
- F. CHAIR REPORT
- G. BOARD REPORTS

VII. OLD BUSINESS

- A. PUBLIC LIBRARY STANDARDS POLICY REVIEW: FULL POLICY MANUAL (Pages 45-53)

MOTION...THAT THE GREAT FALLS PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE/DISAPPROVE THE LIBRARY POLICY MANUAL AS PRESENTED.

SECOND                      PUBLIC COMMENT                      BOARD DISCUSSION                      VOTE

VIII. NEW BUSINESS

- A. GREAT FALLS PUBLIC LIBRARY UPDATED ORGANIZATIONAL CHART (Pages 54-57)

MOTION . . . THAT THE GREAT FALLS PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE/DISAPPROVE THE UPDATED FY2025 ORGANIZATIONAL CHART AS PRESENTED.

SECOND                      PUBLIC COMMENT                      BOARD DISCUSSION                      VOTE

- B. GREAT FALLS PUBLIC LIBRARY BOARD TRESPASS OVERSIGHT: INITIAL DISCUSSION (Pages 58-61)
- C. GREAT FALLS PUBLIC LIBRARY BOARD STAFF OVERSIGHT: INITIAL DISCUSSION (Pages 62-87)
- D. GREAT FALLS PUBLIC LIBRARY BOARD COMPLIANCE WITH FINANCIAL POLICIES: INITIAL DISCUSSION (Pages 88-94)
- E. EXECUTIVE SESSION: PERSONNEL ISSUE

IX. PROPOSALS/COMMENTS FROM TRUSTEES

X. ADJOURNMENT

MOTION...THAT THE GREAT FALLS PUBLIC LIBRARY BOARD OF TRUSTEES ADJOURN THE MEETING.

SECOND                      VOTE