

**Great Falls Public Library
Board of Trustees
Tuesday, August 20, 2016
Great Falls Public Library, Montana Room
4:30 p.m.**

BOARD MEMBERS PRESENT: Ms. Dea Nowell, Mr. Mitch Tropila, Ms. Mary Ellen Kropp, and Ms. Mary Brinkley

EX OFFICIO BOARD MEMBERS PRESENT: Ms. Jane Weber, Mr. Bob Kelly

BOARD MEMBERS ABSENT: Ms. Jane West

STAFF PRESENT: Ms. Kathy Mora and Ms. Sara Linder-Parkinson

GUESTS PRESENT: None

Ms. Nowell called the meeting to order at 4:34 p.m.

Agenda approvals: Ms. Nowell wanted to add to the agenda, the Fall Federation Meeting under new business to be discussed.

Mr. Kelly asked that we go through introductions as a reminder. Ms. Dea Nowell, acting board chair, Mr. Mitch Tropila, served on the board the past 6 years, Ms. Mary Ellen Kropp, Ms. Sara Linder-Parkinson, Library Administrative Assistant, Mr. Bob Kelly, Mayor, Ms. Jane Weber, County Commissioner, Ms. Kathy Mora, Library Director and Ms. Mary Brinkley.

I. CONSENT ITEMS

Mr. Tropila moved and Ms. Kropp seconded the motion to approve the consent items as presented. MOTION . . . passed unanimously.

II. OPERATING VOUCHERS

Mr. Tropila had a question for Ms. Mora on the Revenue Totals on page 23. It shows that there is \$107,000 more in revenue was it related to the increase process. Ms. Mora states that this is due to the increase in the value of the mill.

Mr. Kelly asked what drives the spikes in usage for our databases. Ms. Mora advised that there can be differences due to school being in session and sometimes it is just anomalies when we have spikes. Ms. Nowell explained the difference between unique sessions and searches.

Mr. Kelly pointed out a number that he is going to be talking about more in meetings and bring up as often as he can is that on an average 500 members of the public walk through the front doors of the library every day. He wanted to tell the staff Good Job!

Ms. Nowell asked about a total on page 22 under Other Personal Property there was a negative balance of -801.71. She wanted to know why this was negative. She was advised that we would check into this and get an answer to her by Ms. Mora.

Ms. Nowell moved and Ms. Brinkley seconded the motion to approve the operating vouchers as presented. MOTION . . . passed unanimously.

Mr. Tropila asked about the Morrison-Maerle bill and what that was for. Ms. Mora told him that it was for wireless access points that were recently updated to enable us to collect wireless statistics.

Mr. Tropila brought up that in future sessions there should be some out of the box thinking about ways to open on Mondays. Working on it prior to the new budget sessions would be best. Ms. Mora brought up that there would be planning sessions coming up with Mr. Willmarth and Ms. West as a new board member so that would be a great idea.

Ms. Kropp pointed out that we came in \$166,755 under budget this year and Ms. Mora stated it was because we under spent in other areas, mostly due to vacancy saving, due to increased revenues, due to value of the mill which was not in the original budget. Mr. Tropila clarified that it was under budget and stated that this was a great job done by Ms. Mora and the staff coming in under budget.

Ms. Weber asked if the excess then went into cash or capital reserves. Ms. Mora stated it went into cash reserves. Ms. Weber then asked if this was money that could be used for opening Mondays and Ms. Kropp stated that we have to have 17% in reserves and that we use this money for operating costs throughout the year until we get all our payments in. Mr. Tropila did state that we did dip into that money to help us open up on Sundays. Ms. Mora stated that this money did help us fund Mondays on the year that we had the staff reduction but it won't be able to sustain that on an indefinite basis. Mr. Tropila asked what we had in our reserves at this time. Ms. Mora stated that it was approximately \$400,000. Ms. Weber said that is well over the 17%.

Mr. Kelly asked how the picnic in the park went the evening it rained. Ms. Mora stated that last year there were 225 people at the picnic and this year there was approximately 40 to 50 people. This was just due to the weather. The band wanted to stay out in the park until the downpour got there and then they moved in to the basement. Water was running into the annex but no real damages were done. Overall it was a good evening. The leftover food that was purchased was taken to the foodbank.

Ms. Mora asked that Ms. Linder-Parkinson explained change to the vendor sheet. Ms. Linder-Parkinson explained that she restarted the vendor sheet; they are so short because the only vendors on it are the ones we used in July. We will continue to add vendors to the sheet as the months go on.

Mr. Kelly asked who Brodart was. Ms. Mora explained that they are our major book vendor.

Mr. Tropila was wondering why on July payroll was \$71,000 and in June it was \$80,000. Is this due to vacancies? Ms. More stated yes we have two open positions and are restructuring departments. Mr. Tropila asked how things are working at this time. Ms. Mora advised that we are moving along.

Ms. Brinkley moved and Ms. Kropp seconded the motion to approve the consent items as presented. MOTION . . . passed unanimously.

III. DIRECTOR'S REPORT

Ms. Mora started out by talking about Ms. West. She is the new board member but could not be here tonight due to a prior obligation. She will be in attendance in September.

We received an anonymous donation to cover the courier costs this year. Ms. Nowell said that was going from 3 days to 2 days. This is correct information. There was also enough left over from that donation to have approximately \$3,600 left over for databases. We have received some good quotes on the databases. They are not as expanded but will cover the vast majority of what was used the most.

Ms. Mora talked about the wireless network statistics and it appears as though half of our traffic patrons using their own devices to access our wireless network. Ms. Nowell and Ms. Brinkley were very happy to see this statistic. Mr. Kelly pointed out that this must free up hardware here for other users as well. Ms. Mora said that the laptops and tablets are checked out, this is not a high number but they are still used.

The artist that is going to paint the Alma Smith Jacobs mural has submitted his signed paperwork and it is being presented at the city commission tonight. There will be foundation members there for support and to talk about it. Mr. Kelly said that he will make it a point to make all other commission members and the public aware that this is something the foundation is funding not the city. Ms. Mora stated again that there will be board members there to support the effort.

Ms. Mora said that we are moving forward with the painting project in the Kids' Place and that right now we are trying to decide on a color. We will be doing the base painting regardless of the mural ideas from the high school group. Ms. Brinkley asked who the contractor painting will be. Ms. Mora is not sure yet and is waiting on another bid to come in but it will be a contract. Ms. Nowell asked a color. Ms. Mora stated that we are leaning towards blue and yellow shades.

Ms. Mora brought up that we are looking at reorganizing the Circulation and Information Departments and bringing them under one supervisor. This position will be a Public Services Librarian and that job will go out of house and we will be taking applications. We will also

revamp the Tech Services supervisor position and make that a Collection Development Librarian. As Ms. McIntyre's position will be combining with another and being eliminated we are going to move her to the Collection Development Librarian position. Ms. Kropp asked what that position entailed. Ms. Mora advised that it would be purchasing, working with vendors, material selection and databases. Ms. Brinkley wanted to give kudos to Tech Services because they are always willing to get books she suggests. Ms. Mora stated that we get quite a few requests for material purchases and we add about 99%. Ms. Nowell said fantastic idea switching things around. Ms. Mora stated that this was something that was received well amongst the Library staff. Ms. Brinkley was happy that the staff supported. Ms. Mora also said that we are going to be reinstating staff hours to where they were and adding some hours for other staff. Ms. Nowell and Ms. Brinkley were happy with this because that should be a priority. While this won't enable us to reopen on Monday, it will make it easier to staff the 6 days we are open.

IV. CHAIRMAN'S REPORT

None

V. BOARD REPORTS

None

VI. OLD BUSINESS

Ms. Nowell wants to make sure that we schedule more meetings with Mr. Willmarth to stay on track. Ms. Mora stated that she was going to check with Ms. West and her schedule to get more scheduled. Mr. Kelly asked what the meetings were for and when are they held. Ms. Mora said that we have had 2 or 3 meetings and they are for planning. Mr. Kelly asked if he and Ms. Weber could be included in those meetings. Ms. Mora asked what day works best for them and Mr. Kelly replied Tuesday and Ms. Weber said that it varied week to week. Ms. Mora will stay in contact with everyone on these meetings.

VII. NEW BUSINESS

The first item in new business was the election of officers. Mr. Tropila asked if there was any opposition to Ms. Nowell moving from acting chair to chair. Mr. Tropila moved and Ms. Brinkley seconded the motion to approve Ms. Nowell moving to chair. Motion . . . passed unanimously.

Ms. Nowell asked for volunteers for vice chair. Ms. Nowell moved that Mr. Tropila become vice chair Ms. Brinkley seconded the motion to approve Mr. Tropila becoming vice chair. MOTION . . . passed unanimously.

The next item was appointing a board member to be the foundation liaison as that was a position that Ms. Riesenbergheld. Ms. Mora stated that this requires that you attend quarterly meetings that are usually held at the Great Falls Public Library on Tuesdays at 4:00 pm. Mr. Tropila moved that Ms. Brinkley be appointed to this position. Ms. Kropp seconded the appointment of Ms. Brinkley to be the foundation liaison. MOTION. . . passed unanimously.

Ms. Nowell advised that she would not be able to attend the fall federation meeting being held on October 20th, 2016 at 9:00 am to 2:30 pm. Mr. Kelly asked what this was. Ms. Mora explained that the state is divided into 6 federations to help libraries work and train together and they hold annual meetings to get together. Ms. Brinkley asked if this was something Ms. Mora attends and she replied yes but the board representative is the voting member. Ms. Nowell put it out there for everyone to look at their schedules and we would discuss in next meeting.

VIII. PROPOSALS FROM TRUSTEES

Mr. Kelly stated he would like to advertise things happening at the library at commission meetings. Is there a way to have someone email him things happening at the library? Ms. Mora stated that Ms. Smith is the PR person and she could have her do that. Mr. Kelly just wants to make sure that the word gets out there.

Ms. Brinkley brought up that she was impressed that at the University of Great Falls they have a Professor of Theology.

Ms. Brinkley also wanted to thank Mr. Kelly for the nice letter that he wrote to Ms. Riesenbergh.

IX. PUBLIC COMMENT

None

X. ADJOURNMENT

Ms. Nowell adjourned the meeting at 5:15.