

**Great Falls Public Library
Board of Trustees
Monday, March 19, 2012
4:30 p.m.**

BOARD MEMBERS PRESENT: Ms. Judy Riesenber, Ms. Dea Nowell, Ms. Mary Brinkley, and Mr. Mitch Tropila

BOARD MEMBERS ABSENT: Ms. Bunny Albers

STAFF PRESENT: Ms. Kathy Mora and Ms. Korri Shupe.

GUESTS PRESENT: Ms. Sharon Oakland.

Ms. Riesenber called the meeting to order at 4:30 p.m.

I. CONSENT ITEMS

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

II. OPERATING VOUCHERS

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

III. DIRECTOR'S REPORT

Ms. Mora began her report by announcing that the library's new website went live on March 7. The re-design was done by Shortgrass Web development and funded by the Great Falls Public Library Foundation. Sara Kegel will be the staff member maintaining the content in the website.

Jeff Savage's last day was March 7. Judy Ellinghausen is catching on quickly to all the detail of the Technical Services department.

We have applied for a Broadband Technology Opportunity Program (BTOP) grant through the State Library to purchase a mobile lab of 12 laptops and a storage cart. The laptops will be used for both public training sessions and circulation to patrons within the library.

Sean Anderson has been working on re-designing the shelving end cap signs with the word cloud design the mirrors our new library brochure design.

We have an issue with a patron and have sent him a letter but it was returned to the library. Ms. Mora wanted the library board to be aware because he may at some point contact the board. Ms. Brinkley inquired if the man was mentally ill, we don't know if he is mentally ill. Ms. Mora has also discussed the situation with the Chief of Police and the City Attorney.

IV. CHAIRMAN'S REPORT

Ms. Riesenbergr visited the public library in Helena and was very impressed with their building. There is a café in front lobby of the library and there is access to it before the library opens. Ms. Riesenbergr met with the director of the library and got a personal tour. The building was remodeled and enables the administrators from the upper floor to be able to step out of their offices and look down into the library and have a view of what's going on. Their board is made up of two people from the county and two people from the city that are appointed. Ms. Riesenbergr also brought back some brochures of the activities they do in their Kids Place. One thing she thought was a great idea was that their youth department helps kids study for their SAT's and this helps bring in more Young Adults. Ms. Mora commented that Ms. Huey is working with her new assistant to revamp the Young Adult program here.

V. BOARD REPORTS

Ms. Brinkley asked if the library had a lot of people that keep track of job descriptions. Ms. Mora said we regularly update job descriptions as position vacates and before we rehire the position.

Ms. Brinkley noticed in the Partial Staff notes that the library's credit card was compromised and asked if we know what happened. Ms. Mora said we don't know how it happened and this is the second time in the past 5 years it has happened. She also noted that the same month another City Departments credit card was also compromised.

Mr. Tropila inquired about the notation in the partial staff minutes about a large group of students that is coming to Great Falls on June 8. We are planning on having them help with the maintenance of the outdoor grounds and indoors cleaning the shelves.

Mr. Tropila questioned the note in the partial staff minutes if the laptop computer that was stolen was taken at the library. Ms. Mora said it was not but the patron was just trying to find it.

Mr. Tropila noticed in the partial staff minutes that we will be having more police officers doing a walk thru at the library a couple times a week. He asked if we wanted that. Ms. Mora said we would really appreciate having a police presence at the library.

Mr. Tropila felt the library staff came up with a good solution to the Coke machine that was going to cost us \$225/year to keep. The staff decided once it's removed we will set up an honor system with the extra refrigerator we have in the basement.

VI. OLD BUSINESS

None.

VII. NEW BUSINESS

None.

VIII. PROPOSALS FROM TRUSTEES

None.

IX. PROPOSALS FROM OTHERS

Ms. Oakland reported that the foundation had a meeting about the event to thank the donors. It looks like are in favor of the Radical Reels Film event for next year. They will have more meetings to discuss this further. Mr. Tropila asked if there will be an event this year to thank the donors that was previously discussed. Ms. Oakland didn't think there would be one this year but felt the foundation just needed to try and keep the event simple if there was one.

Ms. Oakland also reported that the foundation is looking into the Consortium that organizes that the last Sunday in April all museum entry is free. They would like to get the library involved with hosting and educational event that day. Ms. Nowell suggested the Montana Room be open for this and offered to help staff the room.

Ms. Oakland asked if the library has any downloading classes for the different electronic devices. Ms. Mora told her that a trainer from the State Library will be here this Friday for training on downloadable books.

Ms. Oakland asked when the Travel Series is coming back to the library. Ms. Mora wasn't sure of the exact date but knew that it was coming up soon.

X. ADJORNMENT

Adjournment at 5:05 p.m.