

**Great Falls Public Library**  
**Board of Trustees**  
**Tuesday, April 21, 2015**  
**4:30 p.m.**

BOARD MEMBERS PRESENT: Ms. Judy Riesenber, Ms. Mary Brinkley, Ms. Mary Ellen Kropp, and Ms. Dea Nowell

BOARD MEMBERS ABSENT: Mr. Mitch Tropila

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

GUESTS PRESENT: None

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

I. CONSENT ITEMS

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

II. OPERATING VOUCHERS

Ms. Kropp asked if on the Vendor Report we could list all the transaction of the Visa/MasterCard purchases. Ms. Mora said she had a couple ideas and would discuss them with Ms. Shupe to try and satisfy this request.

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

III. DIRECTOR'S REPORT

Ms. Mora started her report with the announcement the Foundation received an anonymous donation of \$18,000 on behalf of the library to be used to help support the MontanaLibrary2Go consortium. These funds will be used to offset the increased platform fees from Overdrive in the upcoming fiscal year.

The foundation will host a reception on the second floor of the library on April 24 in conjunction with the Festival of the Book. Area book clubs, select Foundation donors and the library board members should have received an invitation to attend.

We have a second volunteer helping to shelve material for us, Donna Williams; she's the wife of Foundation board member, Steve Grout. Also, our past employee Matt Donnelly will be starting to volunteer with shelving starting next week. With Donna, Michael Dannells and Matt this will provide the library with 5 days per week of volunteers shelving which is a big help.

On March 30, we had a full staff training session with Mark Willmarth, covering how to handle difficult situations and/or patrons. Some of what Mark covered was a refresher from previous trainings, but there was an emphasis on each staff member taking responsibility and action if we observe unacceptable behavior in the library. Ms. Brinkley asked if Bob Miller would be someone staff could call to help assist. Kathy responded by stating staff could call on him or any

other staff member if they felt more than one person would help in a situation and if necessary we can call the police.

Ms. Mora, Ms. Riesenber, and Ms. McIntyre attended MLA in Bozeman April 8-11.

We are still looking for any possible options for recycling of paper and cardboard since RSVP has discontinued picking up these materials. We have not identified any group that would be willing to take this on yet. Bob Miller will start making a couple of trips a month to Pacific Steel and Recycling until we can find someone.

The State Library is starting a Google Group for Trustees throughout the state. If you're interested Ms. Mora will give the state library your email addresses. This group will have board discussions to address different situations that libraries face. It would be a way to network with other trustees. Ms. Kropp, Ms. Brinkley, and Ms. Nowell gave their permission for Ms. Mora to add them to the group.

#### IV. CHAIRMAN'S REPORT

Ms. Riesenber attended MLA Thursday and Friday for the first time this year. Here's a recap of some of the sessions she attended:

- Belgrade was selected through The Library Journal as the best small library.
- Attended a session aimed at Director and Assistant Director to give praise to staff to motivate and promote their staff spirits.
- Attended a Children's session and thought the ideas they have for the kids are really fun and innovative to get the kids engaged in ready at a young age.

Ms. Riesenber asked how the budget process was going this year. Ms. Mora said we've just begun working on it and the budget instructions we received were to keep a level/balanced budget the same as last year. Ms. Riesenber mentioned trustees throughout the state are going before their commissioners to ask them to support the library. The trustee are presenting charts with not only program and attendance stats, but also how many other agencies the library helps or patron with; such as unemployment, IRS forms, notary service, proctoring etc. She asked if Ms. Mora thought our board should try this with the City Commissioners. Ms. Mora said she could get this information together and it may be helpful but would like to see how things are after our initial budget meeting.

#### V. BOARD REPORTS

Ms. Brinkley will be in Helena this month and will try and contact Mitch while she's there.

#### VI. OLD BUSINESS

None.

#### VII. NEW BUSINESS

Ms. Mora asked the board if we could reschedule June's board meeting to June 23<sup>rd</sup> she will be out of town for the regular scheduled date. No vote was taken but all board members in attendance approved the rescheduling of the meeting to June 23.

VIII. PROPOSALS FROM TRUSTEES

Ms. Brinkley announced she will be retiring from her full-time job in the fall and hopes to do something part-time.

IX. PROPOSALS FROM OTHERS

None.

X. ADJORNMENT AT 5:15 P.M.