

**Great Falls Public Library
Board of Trustees
Tuesday, August 26, 2014
4:30 p.m.**

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

BOARD MEMBERS ABSENT: None

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

Mr. Tropila commented that people may look at our stats and see the numbers are down and that the board needs to remember that the closure of the library on Sunday & Monday directly affects those statistics. Ms. Nowell requested that the June 16 minutes be revised to correct the spelling of Debbie Stewart's last name. Ms. Nowell commented on the unrealized city revenues for the just completed fiscal year, but personnel expenses were just as projected. Ms. Mora stated that although we came in under projections on our expenses, the unrealized revenues contributed to an overall deficit of \$45,799.44 for the fiscal year. Mr. Tropila asked if revenue projections for the current year are based on last fiscal year's figures. Ms. Mora stated that the fiscal office directs city departments to project revenues based on the previous year plus a certain percentage increase. Ms. Nowell asked about the parking fees received in the month of July, since we typically see one or two payments a year. City offices/commissioners are currently reviewing the citywide parking program which may have some effect on library parking revenues. Ms. Kropp commented that multiplying out the monthly payroll figures from July & August over the entire year will put us over projected expense by year end. Ms. Kropp also asked what the Taxable Auto Per Diem expense line was. Ms. Mora stated it is a car allowance that all city department directors receive.

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

II. OPERATING VOUCHERS

Mr. Tropila asked if there was a breakdown for the Visa payment. Ms. Mora stated she did not have a copy of that at hand, but could get one if he wished to see it. Mr. Tropila asked if the decrease in payroll expense was the result of the hours reductions and layoffs at the end of June. Ms. Mora stated it was. Mr. Tropila also inquired about city service charges (most of them are paid at the beginning of the fiscal year, Ms. Mora stated), postal charges (we purchase postage several times a year, Ms. Mora stated) and who the vendor Kone was (Kone is our elevator maintenance vendor, Ms. Mora stated). Mr. Tropila asked if donations could be separated out by those coming directly to the library and those coming to the library via the Foundation. Ms. Mora will work with Ms. Shupe on that for the next board packet.

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

Ms. Riesenbergs asked that the agenda be corrected to include a motion for the operating vouchers.

III. DIRECTOR'S REPORT

Ms. Mora stated that all 9 of the Little Free Libraries have been installed and the board packet includes locations for each of them. NeighborWorks Great Falls has been very complimentary of the project and sent information on the project to NeighborWorks America as an example of a successful collaborative community project.

Ms. Mora explained that although weeding collections is an ongoing process, the majority of the large weeding projects are finished for now. She explained to the board about a complaint we received about antique and collectible books being weeded. She had contacted the patron and explained that a combination of weeding and shifting made it look as though we had gotten rid of large segments of the collection, although that was not the case.

Ms. Mora commended the Circulation Department staff who pitched in and kept the department running smoothly while Gwen was away caring for her son and his family.

Ms. Mora also commended the entire staff for their excellent work since the beginning of the fiscal year and stated that everyone pulled together at a difficult time.

Ms. Mora read an email from Richard Leibert (who planned to speak at the meeting, but was unable to attend). Mr. Leibert complimented the staff and board for the work they do and expressed his strong support of the library. He also expressed his frustration at the library enduring hours and staff cuts.

IV. CHAIRMAN'S REPORT

None.

V. BOARD REPORTS

Mr. Tropila commented on the following:

- Kudos to the Page Forward group he has been attending; has really enjoyed it
- Asked about the frustration voiced by Gwen Carter on page 42 of the packet. Ms. Mora said it was directly related to the hours and staff reductions and resulting scheduling and duty difficulties

Ms. Riesenbergs commented on the following:

- The Board received a card from Paul Lloyd-Davies, one of our employees who was laid off, in which he wished the Board well and complimented them for their work during a difficult time

Ms. Kropp commented on the following:

- Asked how the book club kits were being received. Her son is a senior and meets with others on Friday nights for book discussions

Ms. Nowell commented on the following:

- She volunteered to help with the Stuffed Animal Sleepover
- She brought a VIP kit from the Kids' Place to show the rest of the Board

Ms. Brinkley commented on the following:

- Asked what a wordle was (Ms. Mora explained)
- Asked who Farmer Minor and Daisy the Pig were (Ms. Mora explained)
- She visited Bellevue Library in Washington and noticed they had the publication Book Page available. Ms. Mora explained that we have subscribed to it for a number of years, but the subscription would not be renewed after the current period

VI. OLD BUSINESS

None.

VII. NEW BUSINESS

None.

VIII. PROPOSALS FROM TRUSTEES

None.

IX. PROPOSALS FROM OTHERS

None.

X. ADJORNMENT AT 5:18 P.M.