

Great Falls Public Library
Board of Trustees
Monday, September 16, 2013
4:30 p.m.

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

BOARD MEMBERS ABSENT: None.

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

GUESTS PRESENT: None.

Ms. Riesenber called the meeting to order at 4:31 p.m.

I. CONSENT ITEMS

Mr. Tropila questioned why on the Income Statement the year end total had changed from a \$60,000 deficit to \$74,821. We are going to check into that and let you know next meeting.

Ms. Kropp questioned why our revenue that comes in from the City isn't allocated monthly like the internal service charges are. The way the City applies our revenues is just as they are received and that is city wide in each department.

Ms. Mora also wanted to note that last month the board questioned why there is such a large increase in attendance in October, we believe it's because the AAUW holds their book sale at the library in October.

After discussing the above Mr. Tropila moved and Ms. Brinkley seconded the motion to approve the consent items as presented. MOTION . . . passed unanimously.

II. OPERATING VOUCHERS

Ms. Brinkley asked what Unique Management is. Ms. Mora explained they are the vendor that handles the library's collections.

Ms. Kropp asked why on the vendor report we couldn't add a description of what was purchased so the board doesn't have to question the vendor. Ms. Shupe answered that would be very difficult to put together as the report that is run from on the City's software doesn't provide that information and it would be a manual process, also we purchase multiple things from some vendors and there wouldn't be room to list them all.

Ms. Kropp 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 letting the board know that Debbie Stewart, Information Department, has received her Montana State Library Certification with a specialization in Library Services to the Public. This certification reflects her commitment to the library and her

desire for continuing education. Support staff is not required to obtain this, the only person required to have this is the director. We have several other staff members that also have their Montana State Library Certification.

Included in this packet is the Fall/Winter/Spring Bookmobile schedule. We have added a new stop at the Bright Beginnings Learning Center, which is the daycare affiliated with the Great Falls College-MSU. We continually evaluate the usage of the stops the bookmobile goes to and add or remove as necessary. Ms. Brinkley was glad to see that it is still going to the Benefis Extended Care. When her dad was there he always looked forward to the bookmobile. Sun River Valley Library is a new stop. They contacted Ms. Mora to add the stop and allow them to checkout about 150 books for 90 days for their library patrons to use. We allow this but no new books are allowed, in order to be available first for our patrons. Ms. Brinkley asked if there is censorship at the colonies. Ms. Mora said we don't censor the material but doesn't know if someone at the colony keeps an eye on what they are checking out.

We have in our lobby the traveling banned book display. If you haven't seen it yet Ms. Mora encouraged the board to take a look on their way out, it's really nicely done. We are lucky to have it for Banned Book Month.

The Tribune index scanning project has been put on hold as we determine the best way to proceed. We have had some equipment and procedure issues and are looking into other options. One option we are looking into are grants for this type project. Mr. Tropila asked how much this project would cost to get done. Ms. Mora thought around \$20,000 and we would like the Tribune to be involved in the share of the costs as well.

Included in the packet are the statistics from our juvenile Summer Reading Program and the attendance was up this year.

The AAUW Booksale will be held again on the 3rd floor of the library October 16-20 and October 23-27.

We have a graphic artist that has volunteered his talent to us and has done some poster for us in the past and we asked him to make a new logo for us. Ms. Mora showed the board the new logo. He's done a great job and has been a great volunteer for the library.

IV. CHAIRMAN'S REPORT

Ms. Riesenberg has been concerned about the perception of the library due to the recent donations the Library Foundation has received. She feels the public will misunderstand that the entire amount doesn't go directly to the library. She asked Ms. Mora before the meeting how many hours a week the library is open. We are open 58 hours per week for 8 months out of the year for 7 days a week, and for 4 months out of the year we are open 54 hours 6 days a week. This is an average of 18 more hours a week that we must staff compared to most of the other city departments and want to educate the public of this. Ms. Riesenberg is gathering information and plans to write a letter to the editor.

Ms. Mora noted the foundation has authorized the library \$59,000 in approved projects. We requested \$25,000 for books, \$1300 for shelving, \$300 for a fax machine, and \$400 for Ready2Read kits. We will put together another list of projects that will benefit the library in January and ask for more of the approved project funds.

V. BOARD REPORTS

Ms. Brinkley commented on the following:

- Really excited the library is going to be hosting TED Talks, they are fabulous.
- Interested if the Pet Adoption day at the library was a success? We believe most, if not all pets found homes.
- Asked what the Shoebox Extravaganza is? Ms. Mora explained that Debbie Stewart started this to help the children at the Rescue Mission and reached out to other City Departments to participate in putting these fun little boxes together to give to the children in July. Debbie felt they receive stuff around the holidays but wanted them to receive items that they could use in the summer too. The boxes have toiletries, sidewalk chalk, cards, toys, etc. Unfortunately, this year there weren't enough boxes for all the children so she is trying to get enough for all of them in the upcoming year.
- She asked why the Banned Book Program was cancelled. Ms. Mora explained the presenters couldn't make it.
- Wished Ms. Shupe good luck with her surgery.

VI. OLD BUSINESS

None.

VII. NEW BUSINESS

None.

VIII. PROPOSALS FROM TRUSTEES

None.

IX. PROPOSALS FROM OTHERS

None.

X. ADJORNMENT AT 5:15 P.M.