

**Great Falls Public Library  
Board of Trustees  
Tuesday, June 27, 2017  
Great Falls Public Library, Montana Room  
4:30 p.m.**

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

BOARD MEMBERS ABSENT: None

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

EX OFFICIO BOARD MEMBERS ABSENT: None

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

GUESTS PRESENT: Ms. Mary Lehman, GFPL Foundation Liaison and Ms. Melissa Kinzler, COGF Fiscal Manager

Ms. Nowell called the meeting to order at 4:30 pm.

Introductions were made as Ms. Kinzler was new to the meeting.

I. AGENDA APPROVALS

None

II. CONSENT ITEMS

Mr. Tropila inquired about the year to date totals on page 15 and wondered if they were going to come out to the positive or negative. Ms. Mora stated that we would end to the good and Ms. Kinzler stated that they would end positive as well. Ms. Kinzler stated that payments had just been entered so if the income statements were rerun it would show a current to date amount. Ms. Weber stated that the County had made their payment.

Ms. Weber informed the board that last year the County paid \$205,000.00 as indicated on the income statement under City Support but this year it would only be \$177,000.00. She said they were able to provide extra last year and that was not the case again this year.

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

III. OPERATING VOUCHERS

Ms. Nowell asked about the negative balance for Blends and Ms. Linder-Parkinson explained that it was an error on her part that paid them directly when it was charged on the credit card. That payment was corrected and that is why there is a negative balance this month.

Ms. Kropp asked for clarification on what SRP stands for on the Mastercard explanation. Ms. Mora explained that stands for Summer Reading Program.

Mr. Tropila expressed thanks to the Foundation for the financial support that they have continued to provide.

Mr. Tropila was happy to see that Ms. Carter was back working and he wondered how often she would be working. Ms. Mora said she be here every other Saturday for 4 hours. Ms. Brinkley said she had run into Ms. Carter and she was thrilled to be back to work at the Library.

Ms. Weber inquired as to what the City Service Charges on our Vendor Statement included. Ms. Mora replied that these are for internal service charges. Ms. Kinzler stated that every month 1/12 of the yearly cost is charged. She also will expand on this when she talks later in the meeting.

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

#### DIRECTOR'S REPORT

Friends of the Library had a successful book sale and made \$3700. They will use this money to help sponsor the picnic in the park again this summer on August 8 at 6pm. They are also going to help fund some wall décor in the Kids Place. They also paid for the painting of the Kids Place last fall.

The Great Falls Public Library Foundation had their most successful Book-A-Thon to date raising \$49,180. This year 100% of the proceeds will be given to the Kids Place for children's materials.

Ms. Mora explained that we are going to take part in an energy audit with other City Departments. We have already done a preliminary inspection and will take place in the investment grade audit next. They guarantee that future energy savings would offset costs of the audit and project work. We will use money from vacancy savings to put toward this audit. Mr. Tropila asked what the cost of the energy audit would be and Ms. Mora said it is estimated at \$7700 for the Library.

There will be some changes this year in the databases that we offer. Ms. Mora stated that that we will not be renewing the Academic and Biography databases and we will renew the Auto Repair database through a consortium at 1/3 of the current cost. We also will not be renewing the Tribune index database due to low use and some accuracy issues.

The Collection Development team has researched and decided to move forward with Collection HQ . This is software that analyzes and helps maintain our collections. It will help us to be more efficient and effective in our material purchases. Ms. Brinkley asked about patron requests and how they will be handled. Ms. Mora stated that they will be handled the same way they are presently.

Due to an incident that occurred on June 16<sup>th</sup> we met with Officer Hunt from the Great Falls Police Department. This incident was scary to many staff and patrons and resulted in having the Police Department contacted. After talking with Officer Hunt we are going to have training on July 13<sup>th</sup> on when to call 911 versus the non-emergency number, approaching patrons,

communication, and other miscellaneous items. We are looking at the having Armed Intruder Training as well. Mr. Kelly asked if the patron was talking to someone when this occurred and Ms. Mora stated no. Mr. Kelly asked who approached the patron and Ms. Mora replied Ms. Stewart. Mr. Kelly inquired as to what the officer response time was and what time they were called and Ms. Mora replied that it took place at 5:23 pm and Ms. Linder-Parkinson said the response time was 30 minutes. Ms. Mora expressed that we did ask Officer Hunt about having a walk through and told him we did have office space if there would be any interest. Mr. Kelly asked what other libraries are doing in these instances. Ms. Mora said that Billings does have a security service and Mr. Kelly asked if they were armed. Ms. Mora said that she would check more into it. Her main concern is making sure that everyone is kept safe. Mr. Tropila asked how the response time is to the schools and Mr. Kelly said that with the SRO's at the school that makes a big difference. Mr. Tropila asked if there was a chance that if this were to happen if the bailiff at the court house could come over and Ms. Weber expressed that there was only one bailiff and he certainly could if he was available but he is in pretty high demand. Mr. Kelly stated that he thought the active shooting training was a good idea and that he will follow up with the Chief on the response time matter. He did ask Ms. Mora to get documentation from other agencies from around the state. Ms. Nowell said armed intruder training would be good to do sooner than later and getting staff familiar with how to handle those situations is important. We need to focus on keeping the public safe. Ms. West stated that they go through armed intruder training 2 times a year at her employer and feels it is important.

#### IV. CHAIRMAN'S REPORT

Ms. Nowell reported that 2 weeks ago they received word through the Federation that they would be dispersing the left over money from the Coal Tax and dividing it equally between members. It will be just under \$1300 that we will be receiving.

#### V. BOARD REPORTS

Mr. Tropila reported that he went to Ms. Stewart's book club again and this time they read "Songs of Willow Frost" by Jamie Ford. He expressed that it was a good read and the dessert Ms. Stewart made was fabulous.

#### VI. OLD BUSINESS

Ms. Nowell asked if everyone had a chance to review the Library Board applications and if there was anything that they wanted to talk about. Mr. Tropila stated that one of the applicants had fundraising experience and was familiar with the process of grant writing and he stated for these reasons he would recommend Ms. Whitney Olson.

Mr. Tropila asked what the next step in the process would be and Ms. Mora said a letter would be sent to the Commission and then Mr. Kelly said the candidate would be appointed at the July 18<sup>th</sup> Commission meeting.

Mr. Tropila moved and Ms. Kropp seconded the motion to recommend Ms. Olson to the Commission as the candidate to serve on the Great Falls Public Library Board for a five year term. MOTION . . . passed unanimously

Ms. Nowell expressed a large amount of thanks to Ms. Brinkley for her time on the board and Ms. Brinkley stated that it has been a pleasure and a privilege to be here.

## VII. NEW BUSINESS

Ms. Nowell stated that we would need to appoint a new Liaison to the GFPL Foundation board as that was a position that Ms. Brinkley held. She asked if anyone would be interested in that position. This person would attend the quarterly meetings that are held. Ms. Lehman could not remember if it is the 3<sup>rd</sup> or 4<sup>th</sup> Monday of the month but said the meetings were at 4pm.

Ms. West said that she would be interested in being the Liaison.

Mr. Tropila moved and Ms. Brinkley seconded the motion to appoint Ms. West as the Great Falls Public Library Foundation Liaison. MOTION . . . passed unanimously

At this time Ms. Nowell invited Ms. Kinzler to do her financial presentation. Ms. Kinzler started out by stating that the fiscal year ran from July to June every year so right now they are in the process of wrapping up the budget for presentation to the commission. This will take place tomorrow starting at noon in the Gibson Room and anyone is welcome to join if they would like. She handed out a presentation packet that is attached for review. Ms. Kinzler then continued on discussing fiscal data for the Library and there was a discussion involving specific financial information. All this is included in the attached packet.

## VIII. PROPOSALS/COMMENTS FROM TRUSTEES

Ms. Brinkley commented on the event that is on the Directors Itinerary for Brookdale. She believes that this is a great event and there should be board representation there. It is a very popular event and for a great cause.

Ms. Brinkley also wanted to send kudos to Library volunteer Ms. Williams for her assistance in getting the annex relabeled. She knows that was a great undertaking and what an amazing job from Ms. Williams.

Ms. Brinkley inquired as to what would happen with the foreign film series since we have discontinued receiving films. Ms. Mora explained that we have a film public viewing license now but we would still be having some kind of film series.

Ms. Brinkley wanted to mention that the patron comments that are always in the board packet are wonderful.

Congratulations were extended to Ms. Kestler on getting the writing position for the Focus newsletter.

Ms. Weber stated that the youth programming that is here is amazing. There is so much to offer.

## IX. PUBLIC COMMENT

Ms. Lehman invited the Board to the GFPL Foundation picnic on August 30<sup>th</sup>. She stated that this would be held at Ms. McCords' home.

## X. ADJOURNMENT

Mr. Tropila adjourned the meeting at 6:03 pm.