

**Great Falls Public Library  
Board of Trustees  
Tuesday, April 25, 2017  
Great Falls Public Library, Montana Room  
4:30 p.m.**

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

BOARD MEMBERS ABSENT: Ms. Mary Brinkley

EX OFFICIO BOARD MEMBERS PRESENT: None

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

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

GUESTS PRESENT: Ms. Mary Lehman

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

I. AGENDA APPROVALS

None

II. CONSENT ITEMS

Ms. Nowell said that there were a few items that were up, Circulation being one of them. This was nice to see.

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

III. OPERATING VOUCHERS

Ms. Kropp asked what the charge on the Mastercard to Encompass was for. Kathy answered that this was for maintenance supplies.

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

DIRECTOR'S REPORT

Ms. Mora wanted to remind the board members that we will be meeting with Jan Thomson after our meeting next month, May 23, 2017. She is going to focus on the resources that Great Falls has.

Ms. Carter who is the retired Circulation Department Supervisor is going to be filling some hours on call for us starting in May. She spent 16 years in Circulation and will be a great asset to the first and second floors.

LED lights were installed on the Library to illuminate the mural of Alma Smith Jacobs. There is one on each panel and it looks great at night. We are happy to have these in place for the dedication of the mural this Friday, April 28, 2017. Hope to see you there.

The self-inventory of skill sets that each of you submitted will be talked about later in the meeting by Ms. Nowell.

Ms. Mora stated that she is working on putting together an orientation packet based on current paperwork and suggestions from last months' board meeting. She will have this updated by the May meeting and will get a binder put together for all members that would like one.

In our June meeting Ms. Kinzler from the City of Great Falls Fiscal Department will be here. Please send any talking points you would like discussed to Ms. Mora so that she can get it put together.

Ms. Mora and Ms. Nowell will be attending the Community Engagement Workshop in Have on Thursday. This is put on by the State Library.

Ms. Mora wanted to give a status update on House Bill 261. It has been passed and approved by the Governor with the revision that for the next 2 Fiscal Years if the State does not meet its revenue projections then the money will not be dispersed. What this means at a local level is that we may have to prepare our materials budget with \$28,000 less. She will bring an update to the next meeting and if we have to cut the materials budget then we will try to seek Foundation approved projects funds to assist.

#### IV. CHAIRMAN'S REPORT

Ms. Nowell handed out a printed email from the Lewis & Clark Library. She thought that this provided good information and wanted all Board members to get a copy. Ms. Mora will scan and get a copy to all Board members that are absent from the meeting.

#### V. BOARD REPORTS

None

#### VI. OLD BUSINESS

Ms. Nowell started a discussion on the skill sets summary that Ms. Mora had compiled. Ms. Mora stated that she added the term dates to the document so that everyone knows. Ms. Kropp stated that she was not sure what to put so she listed what she thought would be Library assets. Ms. Nowell stated that this was all good to know and could be changed at any time. Ms. Mora reminded everyone that grant writing skills have been identified as desirable in a Board member. Ms. Nowell asked what everyone was thinking about how best to look at or approach people about being on the Board. Ms. Tropila asked if anyone has thought of anyone they think would be a good fit. He has thought of 2 people and is waiting to approach them. Ms. Nowell said she has not thought of anyone yet. Ms. Mora states that there was interest from one person and this person may know Ms. Brinkley. She directed them to the web page to get the application. Ms. Kropp stated that she had previously talked to one person and she may approach her again. Ms. Mora asked if she should send out the job description again to all Board members so they can give it to persons who may have interest. Ms. Nowell and Ms. Tropila both agreed this would be a good idea. Mr. Tropila asked if there was anything else

that we are looking for in a Board member besides the grant writing and Ms. Nowell replied that a good sense of humor was important. Ms. West thought that Library experience may be an asset. Mr. Tropila thought that a good point was made by Ms. West and he thought that he may approach the persons that he was thinking of soon. He was wondering when the applications were due again and Ms. Mora told him that they are due in June. Mr. Tropila asked if this date could be pushed back at all and Ms. Nowell agreed that this is a short amount of time. Ms. Mora told them that the applications go to the City Manager, he sends them to Ms. Mora and then she will forward to the Board. At that point the Board will make recommendations. The only time the date is extended is if there are no applications for the position or if there is no recommendation or appointment made. Ms. Nowell thought that we had our bases covered and Mr. Tropila stated that with this and other items the Board has done a good job of staying on task with the Strategic Plan. Ms. Nowell asked if the applications can be found online and Ms. Mora stated that they can and they are listed under Citizen Interest Form on the City's website. Ms. Nowell asked if people should just be sent there and Ms. Kropp stated that everyone is being directed to go to the City Manager's office now.

#### VII. NEW BUSINESS

None

#### VIII. PROPOSALS/COMMENTS FROM TRUSTEES

Ms. West asked about the self-check kiosks and Ms. Mora told her that there will be 2 kiosks and one will be on the wall by the Kids' Place and the other will be by Adult Fiction. We are going to place them temporarily at first to make sure that is where they will get the best usage. They will not be equipped to take the cases off of DVD's so those items will still have to go to the Circulation Desk. Ms. West thought that this was a wonderful addition. Mr. Tropila expressed his thanks to the Foundation Board and asked Ms. Lehman to let everyone know that we thanked them. Ms. Lehman said that she would and she also thought that this was a great idea.

Ms. Lehman wanted to make sure that the Board knew that there would be one member going off the Foundation Board this year and 4 going off next year.

Ms. Nowell asked about a note in the partial staff notes about volunteers that could not wear name tags from other organizations and volunteer. Ms. Mora explained that we would like volunteers to wear our name tags when they are here working.

Ms. Lehman brought up the article that Kristen Inbody wrote on the stolen book. She thought that it was a great story. Ms. Mora said that it went viral and she was interviewed by an Australian radio station about it.

#### IX. PUBLIC COMMENT

None

#### X. ADJOURNMENT

Ms. Nowell adjourned the meeting at 5:02pm.