

**Great Falls Public Library
Board of Trustees
Tuesday, August 22, 2017
Great Falls Public Library, Montana Room
4:30 p.m.**

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

BOARD MEMBERS ABSENT: Ms. Jane West, Ms. Whitney Olson

EX OFFICIO BOARD MEMBERS PRESENT: Jane Weber, Bob Kelly

STAFF PRESENT: Ms. Kathy Mora

GUESTS PRESENT: Ms. Mary Lehman

I. AGENDA APPROVAL

Ms. Nowell stated that Election of Officers needed to be added to New Business.

Mr. Tropila moved and Ms. Kropp seconded the motion to add Election of Officers to the agenda.
MOTION...passed unanimously

II. CONSENT ITEMS

Ms. Nowell asked for questions or concerns. Ms. Kropp asked about the Income Statement on page 33 and the amounts listed under Machinery & Equipment. Ms. Mora explained that at the end of the fiscal year, expenditures for library materials and moved to this line and listed as a capital asset. There were also some other items purchased during the year that are included in the line as capital assets.

Mr. Tropila asked about the web page statistics. Ms. Mora stated she would explain during her report to the Board.

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

III. OPERATING VOUCHERS

Ms. Nowell asked for questions or concerns. Mr. Tropila asked about the number of MasterCard charges on the June voucher sheets. Ms. Mora stated that we had a large number of year-end purchases that were made with the credit card. Mr. Tropila asked if the library received any cash-back or miles rewards for credit card purchases. Ms. Mora did not think so, but will check and let the Board know. Ms. Weber stated that since it is a city credit card, the city itself may receive a reduced service charge as part of the credit agreement.

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

IV. DIRECTOR'S REPORT

Ms. Mora explained that the large elm tree in front of the library had to be removed due to Dutch elm disease. Unfortunately, this was the same tree that was trimmed last fall in preparation for the painting of the Alma Smith Jacobs mural. Mary Lehman wished to stress that the Library Foundation did not cut down the tree.

Ms. Mora also explained that the bushes on the west side of the library building were removed both because they were unhealthy and that they were an ongoing issue as transients camped behind them on a regular basis.

Ms. Mora reported on the August 8 Friends of the Library picnic. Approximately 120 people attended the picnic and 200 were present for the Music in the Park afterward.

There are now two self-check units in the lobby. They have proven easy for patrons to use and increased usage is anticipated. The cabling is temporary and will be changed when we are certain the units will remain in their current locations. Ms. Mora stated that next month's board packet will include statistics from the units.

Ms. Mora reported on the progress of inventorying of library collections. We have had two light duty city employees that completed inventory of collections except non-fiction on the second floor. The most recent full inventory was in 1986-1989.

The library gave out approximately 300 pairs of eclipse glasses prior to the eclipse on August 21. Ms. Nowell mentioned she had received an email regarding an organization that will be collecting used eclipse glasses, primarily for South America and Asia. She will pass that information on to Ms. Mora.

Ms. Mora stated that our web page statistics show a drastic decrease over the last two months. She explained that the decrease is due to a different statistics package being used since ShortGrass Web re-designed our pages and moved them to a different platform. Webalyzer, the previous statistics package, would not differentiate between human and bot traffic resulting in inflated statistics. Google Analytics, the new package, does not report any traffic from people who may have cookies disabled on their computer, resulting in decreased statistics. Ms. Mora stressed that because neither package is 100% accurate, focus should be put on trends over time rather than hard numbers.

Ms. Weber suggested that a footnote be added to the web statistics page explaining the above until the old statistics rotate off the graph. Ms. Mora stated she would do so beginning next month.

Ms. Mora explained that the library has adjusted the hours the wireless network is available from 5:00 a.m. – 11:00 p.m. to 5:00 a.m. – 10:00 p.m. This will help with some of the late-night loitering around the library. She also explained that many people use the wireless when the library is closed and that is why you will see people around the building before and after hours. She also stated that we are looking at options to decrease the undesirable behavior that takes place in the library park, especially in the area around the pavilion.

Mr. Tropila stated that he seems to be seeing police officers in and around the building more often, not necessarily because of reported problems, and believes they are making an effort to be more visible in the area.

Ms. Mora stated that we would like to have the police department do an Armed Intruder training session with library staff in addition to a Verbal Judo session. The City Attorney will also be at the library on September 14 to talk to staff about panhandling and 1st Amendment rights.

The library has received many comments on how beautiful the park looks this year. Mr. Tropila asked that she pass on the board's compliments to Bob and Gary.

Ms. Mora stated that Whitney Olson, new library board member will attend the September meeting.

V. CHAIRMAN'S REPORT

Ms. Nowell stated that the Montana State Library was hosting a board development opportunity in Bozeman in September. She will give the information to Ms. Mora to distribute to board members.

VI. BOARD REPORTS

Mr. Tropila attended both the Book Tasting Party and the Friends picnic over the summer. He stated that both events had good fun, food and turnout. He also drew names for prizes at the picnic.

VII. OLD BUSINESS

None.

VIII. NEW BUSINESS

Election of Officers:

Mr. Tropila nominated Dea Nowell for board chair and was seconded by Ms. Kropp.
MOTION...passed unanimously.

Ms. Nowell nominated Mr. Tropila for board vice-chair and was seconded by Ms. Kropp.
MOTION...passed unanimously.

IX. PROPOSALS/COMMENTS FROM TRUSTEES

Ms. Weber stated that there will be a public forum at the Labor Temple on Thursday, September 14 at 6:30. Area legislators, members of the public and representatives from various agencies will meet to discuss decisions and impacts regarding SB261. Ms. Mora has agreed to attend to speak about impacts to the library.

Mr. Tropila mentioned the 50th anniversary of the current library building and that it would be great to plant a tree in commemoration; however, that is not the optimal time of year for it. He also asked about the patron who attempted to steal a book bag. The patron was stopped after setting off the gates and the book bag was retrieved. Mr. Tropila was happy to see that planning for the Holiday party was already in the works and that the library has almost overtaken the Mansfield Center on Facebook.

X. PUBLIC COMMENT

Ms. Lehman reminded everyone that the Foundation/Library Board potluck will be on September 30 at 5:00 at Susan McCord's house.

XI. ADJOURNMENT

Mr. Tropila moved that the meeting be adjourned. Meeting adjourned at 5:16 pm.