

**Great Falls Public Library  
Board of Trustees  
Tuesday, January 17, 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. Jane West and Ms. Mary Brinkley

BOARD MEMBERS ABSENT: None

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

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

GUESTS PRESENT: None

There was a delay in starting the meeting as Board Members were taking photos for picture displays.

Ms. Nowell called the meeting to order at 4:35 pm.

Ms. Nowell stated that she would email the pictures that were just taken to Ms. Mora for her to make the picture displays.

I. AGENDA APPROVALS

None

II. CONSENT ITEMS

Mr. Tropila asked a question regarding receipt of Property Taxes and Ms. Mora stated that this payment should be received the end of January.

Mr. Tropila asked about cash flow and if there was a bind at all and Ms. Mora responded that there is enough to cover in the reserves.

Ms. Nowell was curious on page 2 of the Minutes it said that there was 3277 donors for the Book – A – Thon, is this the correct number. Ms. Mora stated that the number was incorrect it should be 327 donors.

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

III. OPERATING VOUCHERS

Ms. Nowell asked for questions or concerns. There were none.

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

## DIRECTOR'S REPORT

We received a very generous donation from Mr. Tacke and Ms. Teberg again. Their continued support of the bookmobile is appreciated. Ms. Brinkley asked what their connection to the bookmobile is and Ms. Mora stated that there was nothing specific that she was aware of.

The job description, Strategic Plan and Bylaws are all discussion for action items later in the meeting so she will talk about them later in the meeting.

Ms. Mora included statistical data for everyone to review regarding our collection company Unique. The Library has used Unique since late 1999 and they are a company that works exclusively with libraries. When we refer an account to Unique it is because they owe \$25 or more and have unreturned materials. We do not send accounts that have just late fees on them. The collection company will attempt to contact patrons and encourage them to return the items to the Library and if they do we will waive the added \$5 processing fee. On page 23 there is an overview of the last 12 months recovery statistics. The Library pays \$8.95 per account that gets turned over to collections. Ms. Brinkley requested more information on our process prior to turning an account over to collection. Ms. Mora stated that a patron will get 2 overdue notices; these notices are mailed or emailed. A third notice is sent through regular mail at 35 days overdue and bills the patron for the lost material. If the issue is not resolved then at 50-55 days the account will be sent to Unique. Ms. Kropp thanked Ms. Mora for the information and the statistics.

Tonight at the Commission Meeting they will be talking about the Trespass ordinance. This will be a great tool for us to use. The Trespass would be a legal action that varies from our ability to ban someone.

On April 28, 2017 there will be a dedication ceremony for the Alma Smith Jacobs Mural. Ms. Beth Judy will read from her book "Bold Women in Montana History". This book is set to be published in April 2017.

## IV. CHAIRMAN'S REPORT

None

## V. BOARD REPORTS

Mr. Tropila reported that he went to Ms. Stewarts' book club. He stated that she made soup and had a great turn out. He believed that there were more than 10 attendees.

Ms. Mora stated that Alma Smith Jacobs was picked to be inducted into the Gallery of Outstanding Montanans, please refer to page 47 in the Board Packet for more information on the induction. This will take place on March 9, 2017 and invitations should be sent out.

Ms. Brinkley would like to suggest a book for Ms. Stewarts' book club. She said that the author is Keith McCafferty and the book is "Royal Wulff Murders". He is a Montana author. Ms. Mora said she would share that information with her.

## VI. OLD BUSINESS

Ms. Nowell stated that there was a job description on page 24. This was information that Ms. Mora compiled off of the feedback that she received from everyone on the Board. Ms. Weber stated that there were no problems from what she saw. Mr. Tropila and Ms. Brinkley both like it and Ms. Nowell thought that it covered everything.

Mr. Tropila moved and Ms. Brinkley seconded the motion to approve Library Board Job Description as presented. MOTION . . . passed unanimously.

The Strategic Plan is on page 25 and Ms. Mora added more under improved patronage. Mr. Tropila said Thank you to Ms. Mora for her work on the strategic plan. Ms. Brinkley also said Thank you to Ms. Mora as she knows that this was a lot of work to put together. Ms. Weber suggested that it stays consistent; either uses a date or an amount of time. Ms. Mora stated that she can add a footer to include the date. Mr. Tropila stated that two months would be March 2017. Mr. Tropila asked if we could make the changes and still approve the plan tonight. Mr. Kelly talked about goal 3 states next two months and what does that mean. Ms. Nowell said this was something we need to explore more. Mr. Kelly requested that everyone be included on that. Mr. Kelly also asked how the boards are going to incorporate with one another. Ms. Mora stated we have that in place with the Liaisons that go to meetings but that the boards can come together. Mr. Kelly asked what the opposition to that would be. Ms. Mora stated that there should be none. Mr. Kelly then said then let's do it. Mr. Tropila thought it would be good to have the Liaisons work on it first. We need to make use of them and have more focus on financial talks. Mr. Kelly thought that letting them know we could use their help and asking committee members for other ideas would be a good idea. Ms. Brinkley asked if she should be doing anything at meeting. Ms. Weber stated that the Chairpersons should talk. Ms. Nowell stated that when the plan is accepted she will share with the Foundation. Mr. Kelly stated that this was a lot of work and Ms. Nowell stated that they had been working on it for over a year. Mr. Kelly asked if there was still interest in having the Fiscal Manager come to a meeting and Ms. Kropp said that it was listed under Goal 2. Mr. Kelly asked if it was thought that this would be worthwhile. Mr. Tropila thought that it would. Mr. Kelly stated that if this passes he would like to see it go to all of the commissioners and Ms. Weber stated the County Commissioners as well, please. Ms. Weber also asked if on Goal 2 it can be revised to City and County Government. Mr. Kelly had to leave but added for the next discussion item if you go forward with the 4<sup>th</sup> Tuesday of the month he will not be able to make it in February but good in March. Ms. Nowell asked for any comments or thoughts on the Strategic Plan. Ms. Weber said good job to all this was a lot of work. Mr. Tropila said that we should add the date where it says 2 months and changes it to March 2017. Ms. Kropp asked that we check grammar first and fix. Ms. Mora stated that she will fix. Ms. Nowell just asked that the statement from Goal 4 be adjusted to fit on the page with the rest of Goal 4. Ms. Kropp requested that Ms. Mora send it to one of the Library Board Members and have it proofread. Ms. Mora stated that she would send to Ms. Kropp for proofreading.

Mr. Tropila moved and Ms. Brinkley seconded the motion to approve Library Board Strategic Plan as presented. MOTION . . . passed unanimously.

## VII. NEW BUSINESS

Ms. Nowell stated that the Library Board By-Laws were on pages 29-32. The recommended change to the 4<sup>th</sup> Tuesday of the month has been updated and Ms. Mora stated that she would

prefer to start this in February and not flip back and forth as the Library Foundation Board is trying to schedule their meetings around ours. Ms. Brinkley agreed that the meeting in February should stay the 28<sup>th</sup>.

Ms. Kropp moved and Ms. Brinkley seconded the motion to approve Library Board ByLaws as presented. MOTION . . . passed unanimously.

Ms. Nowell presented the Library Board meeting schedule and asked for any questions.

Ms. Brinkley moved and Ms. Kropp seconded the motion to approve Library Board Meeting Schedule Revision as presented. MOTION . . . passed unanimously.

VIII. PROPOSALS/COMMENTS FROM TRUSTEES

None

IX. PUBLIC COMMENT

None

X. ADJOURNMENT

Ms. Nowell adjourned the meeting at 5:21pm.