

**Great Falls Public Library
Board of Trustees
Tuesday, March 28, 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: Mr. Bob Kelly

EX OFFICIO BOARD MEMBERS ABSENT: Ms. Jane Weber

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

GUESTS PRESENT: Mr. Chuck Anderson, Deputy City Manager and Mr. Brad Livingston

There was a delay in starting the meeting as Great Falls Public Library Foundation members, Mr. Steve Grout and Mr. Bill Tacke, presented the Great Falls Public Library Board with a replica of the plaque that is hanging in the Capitol Rotunda by the Secretary of State's office. The plaque was made upon Alma Smith Jacob's induction into the Gallery of Outstanding Montanans.

Ms. Nowell called the meeting to order at 4:34 pm.

I. AGENDA APPROVALS

None

II. CONSENT ITEMS

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

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

III. OPERATING VOUCHERS

Mr. Kelly asked about page 21, the donation that was listed from DA Davidson for training, is it a continual donation or a onetime donation. Ms. Mora stated that this was a donation that was given to the Great Falls Public Library Foundation and they gave the Library half to go to training.

Mr. Tropila inquired about Midwest Tape, LLC and what we used them for. Ms. Mora answered that this is one of our vendors and we order audiovisual materials from them.

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

Ms. Nowell paused to make sure that our guests were introduced to all board members. There was Mr. Brad Livingston and Mr. Chuck Anderson. Mr. Livingston comes to meetings from time to time. Mr. Anderson is the new Deputy City Manager.

DIRECTOR'S REPORT

Ms. Mora stated Ms. Jan Thomson from the Great Falls Genealogy Society has extended an invitation to give the Board a tour of their facility. She stated that she would be very flexible on when she could be here and would like to share all the resources that they have available. Mr. Tropila asked if we can't do as a group can we stop in to have tour. Ms. Mora stated that she believed that Ms. Thomson would do that but we would need to contact her to make sure and set it up. Ms. Mora wanted to convey that it has been a great asset having the Genealogy Society in the Montana Room.

Ms. Mora wanted to clarify information on the trespass ordinance that recently went into effect. The ordinance will work differently than originally planned. If we call the police regarding a patron, we can ask the officer or the officer may ask us if we would like a patron trespassed. If the officer trespasses the patron then they are not allowed in the Library for one day. If it is felt that they need to be trespassed for longer then Ms. Mora will write a memo to the City Manager explaining in detail the reason that an extension is necessary. The City Manager will make the final decision and will be in contact with the Chief of Police to have the extension noted. This process is not to be confused with the Library policy about banning patrons. The Library policy just does not make it illegal for them to return to the Library.

Over the years we have had a couple on call employees and do to recent injuries and events the on call staff is not as available for when staff is out or on vacation. We are looking to find a couple more on call staff and if you know anyone please contact Ms. Mora or Ms. Wilson. Mr. Kelly asked what the requirements are, and Ms. Mora replied that they would be trained on the job and working in a Library previously is not necessarily a requirement. The pay is between \$12 to \$14 an hour depending on the placement and the hours are not dependable and can be quite erratic. Ms. Mora also stated that sometimes we can preplan and other times we call the day of, it all depends on the situation.

The Community Engagement Training will be held in Havre on April 27, 2017 and at this point Ms. Nowell and Ms. Mora will be attending. We will be leaving in the morning and taking the Library van to Havre. There is still time to register and Ms. Mora believed that even the morning of they would be able to get everyone in the training. This will be a good training n how board and staff members can engage more fully with the communities that they serve. Ms. Brinkley will be finishing up classes and will not be able to attend. Everyone else will check schedules and let Ms. Mora know for certain.

Ms. Mora wanted to let everyone know that there will be a dedication for the Alma Smith Jacobs mural on April 28, 2017 at 2 pm. This will be in conjunction with the Festival of the Book activities and Beth Judy will be there to read from her book Bold Women in Montana History. The book that was written by Beth Judy is a young adult book and we have ordered and will have copies available to check out. Ms. Brinkley suggested that the new plaque that we received be available as well. Ms. Mora agreed and said she would make sure that it was. Ms. Brinkley talked about a young artist named Mark that was very impressed with the artist that painted the murals of Charlie Russell and Alma Smith Jacobs.

Ms. Mora included a list of the materials that go in to a New Board Member orientation packet. She would like suggestions on any other items that the Board would like to see put into this packet. Mr. Kelly suggested that the Strategic Plan be added as well as a list of all Foundation Members. Ms. Brinkley thought that a Mission Statement would be good to add also. Mr. Kelly thought that a document that covers the area of responsibilities to a Board Member would be a good choice. Ms. Mora stated that she thought that the job description would cover that but she would check on it. Ms. Nowell was not sure that she had seen some of the documents listed in the orientation packet and Ms. Mora stated that she would get everyone copies to review. Mr. Kelly, Mr. Tropila and Ms. Nowell all agreed that this would be helpful. If there is anything else please let Ms. Mora know.

Ms. Mora wanted to give the Board an update on some new summer reading projects that Ms. McFadden has been working on for young adults. Ms. McFadden is doing a great job and presently she is setting up foreign language introductions for young adults. They will set this up to work with Skype and it will vary every session. Ms. Mora stated that she was really impressed with the great job that Ms. McFadden is doing.

There is a long-time patron that contacted Ms. Mora and would like to donate her 1971 Dodge Recreational Vehicle to the Library. She thought that the Library could sell the RV and then keep the money. Mr. Kelly asked if it could be a Bookmobile and Ms. Mora said that it is 28 years older than our current Bookmobile. Ms. Kropp suggested that Meals on Wheels may have a program like this and that maybe we should contact them. Maybe it is something that we can split the money with them on it. Mr. Tropila asked if this is something that we can accept a donation of. Ms. Kropp asked if insurance for test driving it may be a concern. Mr. Tropila asked if we could get more information on it to help determine a value and what direction to go. Ms. Mora said that she would contact the patron and get information and pass it along.

IV. CHAIRMAN'S REPORT

Ms. Nowell wanted to follow up on the Strategic Plan as there were items that were time lined for April. Ms. Mora stated that the items that are highlighted are completed or will be completed. The items that are not done and due in April are Goal 1- Develop a Board recruitment strategy and Goal 3 – Research additional grant funding. Mr. Tropila asked if on goal 1 if we should have a survey out to the community or to us as the Board. Ms. Mora stated that recruitment will be crucial as Ms. Brinkley is due to go off the Board soon. Ms. Nowell agreed that we need to be working on this. Mr. Tropila asked if working on this in an email or in a meeting would work better. Ms. Nowell stated that June is when a new Board member would be appointed. Mr. Tropila said that we could meet after our meeting next month. Mr. Kelly stated that he would like to be included in on the survey and process as much as he can be. Mr. Kelly also pointed out that it would be of great importance to know each Board members strength and skill set. He stated that if someone is strong in financial experience then that is something that should be put out there so then when you are looking to recruit or obtain a new Board member you know what you are looking for. Mr. Tropila asked if this is something that we can recruit members for. Mr. Kelly stated that most of the Boards that he has served on he has been recruited for so that is something that needs to be considered. Ms. Nowell wanted to know how everyone would like to proceed. Ms. West liked Mitch's idea and thought it would be helpful to write out our skills and get together at the next meeting. Ms. Nowell asked if next meeting worked or is another time better. Ms. Mora said she would put it on the agenda for next meeting. Ms. Nowell asked that everyone compile a personal inventory and send to Ms. Mora by April 17, 2017 so she can combine the list for the meeting. We will go over this during the regular meeting time. Mr. Tropila stated that we need to move the meeting with Ms. Thomson from Genealogy to the May

meeting. Ms. Nowell agreed. Ms. Mora will contact her and let her know. Ms. Nowell said after that we can look at what to tackle next.

V. BOARD REPORTS

Mr. Tropila attended his book club and he has stopped in to check in with Ms. McFadden. He said that it has been good to check in and talk with her.

Mr. Tropila wanted to apologize that he was not sure that he would be able to attend the meeting in Havre. He pushed to do it and stop at the Big Sandy Library and he may not be able to take the day off as he has accepted a position with Easter Seals as the Public Policy Officer.

Mr. Tropila expressed that he would not be able to attend the WordMeister on April 6, 2017 as he would be gone that day. He said that this is a fun event and encouraged others to attend.

VI. OLD BUSINESS

Mr. Kelly asked about the progress that was made on having Ms. Kinzler come over to talk about fiscal items. Ms. Mora stated that we have not had a time frame to have her over at this time. Mr. Kelly asked if there were any thoughts on having her over as this would be a great tool to utilize. Ms. Nowell asked if Ms. Mora could set it up for her to come to the May meeting. Ms. Mora stated she would call and set it up. Mr. Tropila stated them we would need to move Ms. Thomson to June and Ms. Brinkley suggested that we move meeting with Ms. Thomson to July when we have no meeting. Mr. Tropila asked that Ms. Mora thank Ms. Thomson for the invite and let her know that we will do the tour soon. Ms. Mora stated that she would call and set Ms. Kinzler meeting up for May and Mr. Anderson suggested that we give her a heads up on what kind of information that we would like to go over so that she can be prepared.

VII. NEW BUSINESS

None

VIII. PROPOSALS/COMMENTS FROM TRUSTEES

Mr. Tropila commented on page 24, the article on LSTA funds, and just wanted everyone to be aware. Ms. Nowell stated that right now there is a letter of consideration in the House to sign on for LSTA & schools; we have no representative so if it goes to the Senate please contact your Senators. Ms. Mora stated that if it gets to that point she will distribute information so everyone knows.

Ms. Tropila asked about page 36, the patron issue where a patron was coming in and watching pornography and then told to leave. Ms. Mora stated that he was told to leave and used abusive language at which point he shoved / threw that phone at Ms. Wilson. At that point, Ms. Wilson contacted that Police and filed a report. It was decided that this patron would not be allowed back in the Library without a caregiver.

Ms. Brinkley commented on page 47 and was thrilled about Big Sandy Library. She thought that it was wonderful that they got a Library.

IX. PUBLIC COMMENT

None

X. ADJOURNMENT

Ms. Nowell adjourned the meeting at 5:22pm.