

**Great Falls Public Library
Board of Trustees
Tuesday, May 23, 2017
Great Falls Public Library, Montana Room
4:30 p.m.**

BOARD MEMBERS PRESENT: Ms. Dea Nowell (on phone), Mr. Mitch Tropila, Ms. Mary Ellen Kropp and Ms. Mary Brinkley

BOARD MEMBERS ABSENT: Ms. Jane West

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: None

Ms. Tropila called the meeting to order at 4:32 pm.

I. AGENDA APPROVALS

None

II. CONSENT ITEMS

Ms. Nowell pointed out a spelling error on page 2 fourth paragraph the word Havre is incorrectly spelt. This spelling error was corrected after the meeting.

Mr. Tropila asked Ms. Mora if she was feeling good with the budget figures. Ms. Mora stated that she is. Ms. Weber stated that the Department of Revenue is late with their payments and they should be about 30 days out. Ms. Mora was asked if this would be a problem and she stated no that we will operate off of reserves until the money comes in. Ms. Weber stated they are a month behind from all that she is hearing.

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

III. OPERATING VOUCHERS

Mr. Tropila asked if there were any comments on the operating vouchers.

Ms. Brinkley said thank you for adding explanations behind vendors' names. That really helps.

Mr. Tropila asked what the payment to the Missoulian was for and Ms. Mora replied it was for our newspaper subscription. He also asked who Midwest Tape was and Ms. Mora stated that this is the vendor we get audio visual materials from.

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

DIRECTOR'S REPORT

Ms. Mora reminded everyone that after the board meeting, Ms. Thomson from Great Falls Genealogy Society will be giving a tour.

The Friends of the Library book sale concluded on Sunday and today. For \$5 you can take what you want. AAUW will start to use the room on June 13th so the room will be cleaned out by then. AAUW provides us with a lease payment of \$5000 for use of the room for the book sale as well as a donation after the book sale at their lunch. This year they donated \$1000 to the Library.

The Summer Reading Program is going to start soon and everything is coming together. Ms. McFadden and Ms. Goodheart are working really well together. During the Summer Reading Program this year there will also be a community read of the book "The Crossover" by Kwame Alexander. There will be 1 copy of the book per family that would like one. This community read was sponsored by the Great Falls Kiwanis Club as they provided the funds to purchase the books.

Ms. Mora stated that next month at our meeting Ms. Melissa Kinzler from the Fiscal Department will be here during the board meeting to talk about the budget process and any fiscal questions that we may have. Please remember to send Ms. Mora your talking points so she can get them to Ms. Kinzler.

Achieve Montana is an investment company that helps set up college savings accounts. They have approached the Library and expressed interest in sponsoring a program for the Summer Reading Program. Ms. McFadden is going to have a planting and community gardening event that is sponsored by Achieve Montana on June 17th. The planting event will take place in the Library Park and then move to the Pea Pods Community Garden. Achieve Montana is also interested in being a Bookmobile sponsor. Signage can be put on the Bookmobile in holders. This would be a great opportunity to engage with them as well as a way to get donations for the Bookmobile. Mr. Kelly asked if there was a reason why we wouldn't do this. Ms. Weber said that it was a great idea. Mr. Tropila asked who would be responsible for making the signage and he thought that it was a good idea.

Budget was submitted to City offices and the internal document has been included in your packet. It was a status quo budget; there was an increase in personnel and utilities. We had to remove the \$28,000 in revenue from the State Aide and a request will be made to the Foundation for the additional funds so it would keep us at the same level for purchasing books. Ms. Weber asked about the budget process and Ms. Mora told her that we met with Mr. Doyon, Mr. Anderson and Ms. Kinzler a few times and now Mr. Doyon will present to the commission. Ms. Weber asked if there was a cost of living given across the board and Ms. Mora stated that there was as we have 2 unions represented here, MPEA and Crafts. Ms. Kropp asked about the payroll costs being so much lower than budgeted and Ms. Mora explained that it shows lower because it was not a full year represented and then we had several vacancies throughout the year.

Ms. Mora stated that we have received one Library board application and wanted to know if the Board would like to extend the time on the applications. Mr. Kelly asked that it be noted that he

abstained from this discussion. Mr. Tropila asked how long we would extend the deadline. Ms. Mora stated that it would be as timely as we can. Ms. Brinkley thought that we should extend the deadline as there was a lack of information on this application. Ms. Brinkley asked if we should approach the applicant. Ms. Mora asked how she knew the applicant and Ms. Brinkley stated that she was friends with his mother. Ms. Weber did say there seemed to be a lack of information. Ms. Kropp did say that it was a viable application because he did answer the questions that he was asked. Ms. Mora also wanted everyone to know that if the deadline is extended we cannot make a recommendation to the Board until July. Mr. Tropila said that we could have the new member in place by the August meeting. Ms. Nowell asked if this applicant would stay in the pool if we extended that application date and Ms. Mora stated yes. Ms. Brinkley motioned that we should extend the date and Ms. Kropp seconded that. Ms. Mora said she would ask for an extension and the date would be determined by the City Manager's office.

IV. CHAIRMAN'S REPORT

Mr. Tropila stated that at the Alma Smith Jacobs mural dedication there were 4 out of the 5 board members in attendance. He was very pleased with the event and the turn out. Ms. Brinkley said it was a very good event and she shared it with her brothers.

Mr. Tropila said that he looked at the legislative updates and it is not good for libraries and people that depend on those monies. House Bill 2 is not good for libraries.

Mr. Tropila attended the book club for "56 Counties" and said that it was well attended and that Ms. Stewart does a great job.

The Book Tasting party is in July and the theme is books you should know but haven't read. It should be fun.

V. BOARD REPORTS

None

VI. OLD BUSINESS

None

VII. NEW BUSINESS

None

VIII. PROPOSALS/COMMENTS FROM TRUSTEES

Mr. Tropila had a question about the website and how the go live went. Ms. Mora stated that it went well, there were a few tweaks but it looks great. Ms. Nowell thought that it looked great. Ms. Mora stated that it was a secure site and had a certificate and that Shortgrass Web did a great job.

Ms. Brinkley noted that the information in the packet about the volunteers and the cost associated with them was good and she was glad that it was brought up. There are costs that go in to having volunteers and it is good to know that. Ms. Weber asked if there was a

commitment requirement; like 4 hours a week and Ms. Mora told her that we were looking into that.

Mr. Kelly said that as the Board meeting days have changed he didn't need Jude to email him upcoming events anymore as he has his packet for the meetings and can take that.

IX. PUBLIC COMMENT

None

X. ADJOURNMENT

Mr. Tropila adjourned the meeting at 5:08pm.