

**Great Falls Public Library
Board of Trustees
Tuesday, March 15, 2016
Great Falls Public Library, Montana Room
4:30 p.m.**

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

BOARD MEMBERS ABSENT: Ms. Judy Riesenber

STAFF PRESENT: Ms. Kathy Mora and Ms. Gwen Carter

GUESTS PRESENT: Ms. Mary Lehman, Library Foundation and Bob Kelly, Mayor of Great Falls.

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

I. CONSENT ITEMS

Ms. Brinkley inquired about the Comparison of Circulation Totals on page 6 of the packet. She noted adult fiction checkouts have decreased while adult audio/visual checkouts have increased. Ms. Mora stated the AV collection includes CDs and DVDs in response to her question of what was included in the audio/visual collection.

Ms. Brinkley asked about the difference between sessions and searches as listed on the Electronic Database Usage graph on page 9 of the packet. Ms. Mora relayed sessions were the number of individual logins and searches were the number of searches during the individual login.

Ms. Mora pointed out on page 12 that the first of two yearly payments for parking revenue was received. She also noted line 43620, page 14, as being 175% of budget spent because of a coding error. The line item has been corrected but was not reflected in this report.

Discussion ensued regarding off street parking and the library's parking lots. Mr. Tropila asked with receipts to date of almost \$5000 could we expect the revenue amount to be more than the budget amount of \$6700. Ms. Mora thought it could and answered his question that our leased parking lot charge is \$25 per month per parking space. She went on to inform the board the value of the mil has increased and to answer Mr. Tropila's question, we could potentially receive more revenue over all than expected, especially since we are very conservative with our annual budget amount.

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

II. OPERATING VOUCHERS

Ms. Brinkley had questions regarding several vendors. Ms. Mora explained Consultee Turf maintained our outdoor sprinkler system; Demco is a vendor we use for library supplies; Shortgrass Web Development LLC hosts our web page for the \$200 annual fee and we contact them directly if we need to make a change we cannot do ourselves.

Mr. Tropila noted the payroll was under budget and asked if that was due to the open Youth Services position to which Ms. Mora said yes. He asked about the DA Davidson donation to the library foundation as it related to travel for staff. Ms. Mora stated that the \$5000 will be split; \$2500 earmarked for staff travel and conference fees and \$2500 for the juvenile collection.

Ms. Brinkley asked about the generous \$970 donation from an anonymous donor from a Foundation in New York. Neither Ms. Mora nor Ms. Leman knew the donor's name.

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

III. DIRECTOR'S REPORT

Ms. Mora took feedback when she met with the city attorney and city manager regarding the proposed draft of the library ordinance. She will further discuss this under New Business.

Our automation system migration is complete and went well. Sara, who did a great job, is working on a couple of minor hiccups.

A Youth Services librarian has been hired. Ms. Mora was happy to announce Christena Cobb, a former elementary teacher in Cascade, has accepted the position and her first day of work will be April 19. Thanks to Sue Sargent, who has done a great job of keeping things together in the department. Ms. Mora also mentioned the support from Jamie Marshall, who was at the last meeting, and her husband, who donated \$1500 for summer reading program. The Marshalls have donated money for the summer reading program for several years.

The Seed Exchange program will officially begin with a small reception on April 16. Our own Mayor Kelly will be attending to "cut the ribbon". Alice Kestler, information staff, is the coordinator of this project and has done a wonderful job. Ms. Brinkley noted the calendar of events (page 40) in April to augment the project.

She reminded the board about the farewell potluck luncheon for the retirement of Gwen Carter, Circulation Supervisor.

IV. CHAIRMAN'S REPORT

None.

V. BOARD REPORTS

Ms. Brinkley asked what VEBA was as listed in the partial staff minutes. Ms. Carter said it was a voluntary tax free account to put funds from sick leave and vacation buy out and that it was used to reimburse for health costs. Ms. Mora added it was “Voluntary Employee Beneficiary A”. “A” is for Association.

Ms. Brinkley asked if the volunteer for Jude has followed up. Ms. Mora did not believe there had been any follow up to date.

Ms. Brinkley stated she loved the patron comments, as did Ms. Nowell. She asked about Carol Birkhead. Ms. Mora explained Carol had administered our Homebound program for a number of years.

Ms. Brinkley, in reference to a thank you note to Ms. Mora, gave kudos for her presentation to the Daughters of the Nile. Ms. Mora stated she had given a presentation on the history of this library on four occasions and will be doing it at least one more time. It had been her experience that people enjoy hearing about the library.

Mr. Tropila liked the comment in the partial staff minutes regarding Ms. McIntyre’s moral dilemma. He agreed with how it was handled.

Mayor Kelly and Mr. Tropila began discussion about the Great Falls Tribune article “Montana Soapbox” by Steve Grout, Library Foundation board member. The article was considered very well written and positive for the library, library foundation and the city as a whole.

Ms. Lehman reported the Library Foundation had had two sessions with Mark Willmarth on strategic planning. There were many ideas raised on how to help support the library and she looked forward to being able to review Mark’s final product.

Ms. Brinkley asked Mayor Kelly what the timeline was on the painting of the mural on the City parking garage. Mayor Kelly elaborated on the process, a change of place for the mural and the people who should get credit for the project. Discussion ensued regarding public art. Ms. Mora stated she had had a suggestion regarding the painting of a mural on the outside of the library.

VI. OLD BUSINESS

None.

VII. NEW BUSINESS

Ms. Mora began discussion of the Great Falls Public Library Board of Trustees By-Laws on page 33-36. The text highlighted in yellow on page 34 has been approved by the City Attorney and will be on the agenda next board meeting. This section included how the library pays expenses.

The green highlighted sections referred to terms of service for board members. Again, the City Attorney has agreed it can be left as it currently reads.

These By-Laws will be an agenda item at the next meeting.

VIII. PROPOSALS FROM TRUSTEES

Ms. Brinkley proposed Ms. Mora contact the artists regarding a mural for the library.

IX. PUBLIC COMMENT

None.

X. ADJOURNMENT

Ms. Nowell adjourned the meeting at 5:10 p.m.