

**Great Falls Public Library
Board of Trustees
Tuesday, November 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. Whitney Olson

BOARD MEMBERS ABSENT: None

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

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

GUESTS PRESENT: Ms. Mary Lehman

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

I. AGENDA APPROVAL

A suggestion was made to add the Great Falls Public Library Foundation Report to the agenda for the next meeting.

II. CONSENT ITEMS

Ms. Nowell pointed out that under section IX it should state that we have good staff and they do a good job. A correction will be made.

Ms. Olson asked about page 15 where it lists central insurance, what is that for. Ms. Mora explained that was for the building and vehicle insurance for the Library.

Mr. Tropila asked when the property taxes normally came in and Ms. Mora stated that they come in the end of December or beginning of January. They may be delayed this year as some tax bills had to be resent.

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

III. OPERATING VOUCHERS

Ms. Olson asked about the City service charges that were listed on page 17 and Ms. Mora stated that this is the payment made to other City offices for their services.

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

IV. DIRECTOR'S REPORT

Ms. McDunn was awarded the Notary of the Year award from Secretary of the State, Mr. Corey Stapleton. This award was delivered personally by Mr. Stapleton to the Library. Lori Hamm from the Secretary of State's office said, "Eva is conscientious and does excellent work for us. Some people may not consider notary an important service, but it makes a big difference in people's lives. I am tickled and delighted that Eva is receiving this award." Congratulations to Ms. McDunn on being chosen to receive this award. Ms. Mora stated that we have 2 notaries on staff.

Ms. Mora stated that Ms. Stewart was awarded a library staff certificate from the Montana State Library. This is a voluntary program that demonstrates dedication to continuing ones education to be able to better serve our community. Certification requires 60 continuing education credits in a 4 year period with a minimum of 10 credits in Library Administration, Library Services to the Public, Collection Management and Technical Services and Technology. This program is available for Board Members as well. This is a great achievement for Ms. Stewart, great job.

Ms. Mora explained that the Library received an anonymous \$6000 donation that was directed to be used specifically for the purchase of new public computers. This is a great example of how the Library is valued in our community and how generous our community members are. The City's IT department has offered to give us old computers to replace the online catalog computers.

Ms. Karen West has been hired in the Circulation Department as a Library Clerk. This is for 8 hours that we are currently short in this department. Ms. West had previously worked for the Fairfield Public Library for 3 years. Stop by and welcome Ms. West to the Library. We are very happy to have her here.

Ms. Mora will be presenting an annual report to the City Commission on January 2nd and if there are any Board Members that would like to attend that would be appreciated. Mr. Tropila and Ms. Nowell both agreed to be present for the meeting.

The staff and volunteer holiday party is set to take place on December 13, 2017 and we hope that everyone can attend. It is going to be a potluck so if you are interested; you are welcome to bring your favorite dish to share.

V. CHAIRMAN'S REPORT

Ms. Nowell reported that she had attended the Federation training and part of the training was on how to communicate better with groups and community partners. This meeting occurred on November 26, 2017 in Fort Benton. The State Library gave a report on the status of budget cuts and up to this date there are no more cuts but they have lost 30% of their staff and eliminated 12 positions. They are trying to start a Library Foundation for the State.

VI. BOARD REPORTS

Mr. Kelly asked about a problem with auditors that was talked about in the partial staff minutes. Ms. Mora explained part of the problem was that our staff did not know the auditors when they came in and they did not initially offer identification.

Mr. Kelly was curious about the patron that was found sleeping in the Library all night. Ms. Mora stated that this was disturbing and the patron apologized. Staff does do walk thrus every evening before closing but there is a lot of space to cover.

Mr. Kelly wanted everyone to know that on December 19, 2017 there will be a welcome for new commissioners and a sendoff for outgoing commissioners. Please feel free to stop by the Gibson Room around 5pm and introduce yourselves.

Mr. Tropila asked about the talk from Mr. Stephens and if he had returned to the Library to talk with anyone. Ms. Mora stated that she was not aware that he had been back about this particular issue but she did tell the Board that this is an ongoing issue for the past 23 years and it will continue to be an issue due to our weeding of books. Mr. Tropila stated we did have a discussion after he left the meeting and Ms. Weber thought that it would be good to acknowledge that we did review the information that we were provided and explain that our policies are in place for these reasons.

VII. OLD BUSINESS

Ms. Nowell brought up the Board meeting schedules for next year and if we wanted to move to having December off and having a meeting in July. Mr. Tropila stated that he likes to have July off and Ms. Kropp stated that we could just leave it. Ms. Olson asked if the Board ever has quorum issues and Ms. Nowell stated that there are times that we are short. Ms. Mora pointed out that we have never cancelled a meeting before but we have had a Board member on the phone for the meeting. Ms. Olson stated that she cannot make the December meeting but if there is an issue she can get on the phone for the meeting.

VIII. NEW BUSINESS

Ms. Nowell wanted to talk about Net Neutrality. She has received information that she handed out to all Board members. This is a very hot topic right now and it would allow internet providers to provide limited access which would be a bad thing for public facilities like the Library. On the handout there is an address link for the American Library Association's stand on it. If you want the links then please let Ms. Nowell know and she will email to you. Ms. Mora stated that this was huge and not only for Libraries but for all users. Ms. Weber asked if the Board has ever sent a letter to the Senators. She stated that maybe it would be impactful to have the Board send a letter. Mr. Tropila asked Ms. Nowell to forward the information to all Board Members and Ms. Lehman for them to review. Ms. Lehman stated that she would send the information out to the Foundation. Ms. Nowell stated that maybe she and Ms. Mora could work to get something prepared to be signed by Board members at the next meeting.

IX. PROPOSALS/COMMENTS FROM TRUSTEES

None

X. PUBLIC COMMENT

Ms. Lehman stated that the Book-A-Thon letters went out on November 8, 2017 and as of November 17, 2017 they had received 254 donations for a total of \$21,705. This is compared to last year at the same time they had 102 donations for \$6,490. She believes that the op ed piece has made a big difference. She stated that last year the Book-A-Thon raised \$49,000 and 100% of that went to the Great Falls Public Library Kids' Place for materials.

XI. ADJOURNMENT

Ms. Nowell moved that the meeting be adjourned. Meeting adjourned at 5:00 pm