

**Great Falls Public Library  
Board of Trustees  
Tuesday, January 23, 2018  
Great Falls Public Library, Montana Room  
4:30 p.m.**

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

BOARD MEMBERS ABSENT: Ms. Jane West

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 4:34 pm.

I. AGENDA APPROVAL

None

II. CONSENT ITEMS

Mr. Tropila asked about line item number 31101 on the income statement and wondered if this was for taxes. Ms. Mora confirmed that it was. He also noted that our revenues were down a little and asked if there were any concerns and Ms. Mora was not concerned. She stated that the revenues will pick up and that total did not include the recent payment from the county as it was deposited in January.

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

III. OPERATING VOUCHERS

Mr. Tropila said thank you for the break down and description on all purchases including the credit card.

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

IV. DIRECTOR'S REPORT

The Book-A-Thon which is the Foundation's annual fundraiser has had a record setting year bringing in over \$50,000. The cut-off for the fundraiser is March 31, 2018.

Ms. Mora explained that the library staff who would like to pay \$1.00 on Fridays can wear jeans. Those funds are collected throughout the year and then are donated to a non-profit agency in Great Falls that the staff votes on. This year the library staff will be donating \$344.00 to the Backpack4Kids program through the Great Falls Community Food Bank.

All of the online catalog computers have been changed with newer computers that were received from the City of Great Falls IT Department. We have also received a donation to pay for new patron computers on the second floor and they will be put in place soon. This was an anonymous donation and we are very appreciative for it.

Ms. Mora stated that we are continuing the inventory of the collections and have been utilizing volunteers to continue this task. We are about a third of the way completed with the nonfiction collection and have asked staff to step in and assist as they can. While monitoring the inventory there are not nearly as many missing books as were expected so that is a great sign.

Critelli Couriers has been used for many years to transport interlibrary loan materials and on January 16<sup>th</sup> we were notified that they had decided to terminate their statewide contract. This was going to be effective immediately and this change went into place on January 15, 2018 and it was due to financial and personal issues on their end. Ms. Mora explained that we were charged for their service on the 16<sup>th</sup> when they returned previously picked up items and this was being disputed by all agencies and the State Library was helping work it out. The State Library is currently working on getting a new courier and getting an RFP in place but until that happens we will be charging \$3.00 on all interlibrary loans.

The strategic plan has been included in the current board packet for further review later in this meeting.

## V. CHAIRMAN'S REPORT

Ms. Nowell reported that the letters on net neutrality were sent to both senators and our representative and she received a letter back from Mr. Gianforte's office. That letter was passed around and will also be included in the next board packet.

Ms. Nowell is also sending around a printout on net neutrality from Governor Steve Bullock that was in the Missoula Paper and it will also be included in the next board packet.

Tonight we are going to review the strategic plan and touch base and see where our focus is. In Goal 1 the first 4 pieces have been completed and option 5 is an ongoing item. Ms. Olson asked when the next board member is due to come off or a new one comes on and Ms. Nowell said that there is an opening at the end of every year. Ms. Olson asked if we should be actively recruiting or would it be best to bring the names to the meetings and have a discussion. It was also asked how the previous opening went. Mr. Tropila stated that a request was made to hold the position open longer and then the board reached out to people and tried to spread the word. Having an open board position may be a great item for the next newsletter.

In Goal 2 item 1 is ongoing and the commission has not been invited yet. Ms. Mora stated there are some issues with inviting the commission as we cannot record the meeting. Ms. Weber asked if there was ever a time when county commissioners were at the board meetings and Ms. Mora responded that it had been years. Mr. Tropila commented that he believes that we have opened up communications with city and county commissioners and it has had a positive response. A recommendation was made to meet with commissioners prior to budget talks. Ms. Weber recommended making a presentation to the county commission as well. A tour was suggested and Ms. Mora said that was something she could do. Another suggestion was made to have the commissioners over for a work session but Ms. Mora and Mr. Kelly both reminded that not being able to record would be a problem. Ms. Weber stated that it would be nice to have a joint city and county commission meeting and have several departments present and Mr. Kelly thought this was a great idea.

The 3<sup>rd</sup> item topic was funding and Mr. Tropila stated that the tax appraisal assisted in generating more revenue and that the foundation has increased donations which was a great thing. The incoming donations have also been increased so that has been great as well. Ms. Mora pointed out that it allows us to focus money in other areas when there are donations and we are very appreciative. Mr. Tropila asked if there was any idea about opening on Mondays again and Ms. Nowell pointed out that was a goal but has just been put on the back burner at this time.

Goal 4 was discussed and under part 1 there has been more interaction from board members to attend staff functions but a suggestion was made to have a few staff members attend board meetings so that board members could meet the staff and get to know them. Ms. Mora stated she would start making that happen.

Goal 5 discusses improving patronage and increasing the impact in the community. Part 1 discusses getting opportunities out there for staff training and this has been done the past few years as the money has come from the foundation that was designated for training purposes. Parts 2 and 3 will need to be revisited as not much has been done on either of these matters. Part 4 is ongoing. Part 5 is being achieved.

Ms. Nowell wanted to make sure that all board members feel good about the progress that has been made.

## VI. BOARD REPORTS

Mr. Tropila talked about his book club and stated that they read "Legends of the Fall" a novella by Jim Harrison and there were about 13 people and Ms. Stewart served Boston Cream Pie.

Ms. Nowell stated that 4 of the board members were in attendance together at training on Wednesday night at the Civic Center and it was a good training.

Mr. Tropila said there was quite a few board members at the staff Holiday party and he wanted to thank Mr. Kelly for attending.

## VII. OLD BUSINESS

Ms. Nowell again mentioned the Net Neutrality letter that was sent out and the response that was received from Mr. Gianforte's office.

## VIII. NEW BUSINESS

There was some talk about the board training the previous meeting and making sure that the agenda got changed to include public comments and Ms. Mora assured everyone that we would get this updated. Mr. Kelly stated that if you enjoyed the meeting last night to thank your legislators because they are the ones that funded it.

## IX. PROPOSALS/COMMENTS FROM TRUSTEES

It was asked who put up the window display at the Civic Center. Ms. Mora stated that this was Ms. Smith.

## X. GFPL FOUNDATION REPORT

Ms. Lehman stated that they have raised over \$50,000 from the Book-A-Thon and that this was a record year and they had not even sent out reminders yet. Last year the Book-A-Thon brought in \$49,000 and she believes that this year it is due to the marketing committee's more active role. Ms. Carter writing a letter was a huge part of that as well. She thinks that the recent television library public service announcements and Mr. Kelly doing the radio spot was a contributing factor as well.

Ms. Lehman also wanted to share the website for the foundation has gone live with the donation button. There have been a few donations through the web page and as word gets out there is sure to be more.

## XI. PUBLIC COMMENT

Mr. Tropila wanted to point out that he really likes to see the Unique Management information in the board packet every month.

The meeting on February 27<sup>th</sup> Mr. Tropila will not in attendance as he has a meeting for work that evening.

Ms. Olson asked if the library does anything with the book cart at the county jail and Ms. Mora stated that we did not. They do come and get books at the end of book sales, however.

Ms. Nowell stated that it was a great article on the Valeria Library in the Tribune.

Mr. Tropila liked Mr. Millers comment on the ashtray in the park and appreciates all the work that he puts into maintaining that area.

A question was asked on page 30 about the donation request for the Belt Library. Ms. Mora stated that if anyone has the Readers Digest Condensed books they could bring them to Belt Library or here and we can send them out with the bookmobile.

## XII. ADJOURNMENT

Mr. Tropila moved that the meeting be adjourned. Meeting adjourned at 5:23 pm