

**Great Falls Public Library
Board of Trustees
Tuesday, March 20, 2018
Great Falls Public Library, Montana Room
4:30 p.m.**

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

BOARD MEMBERS ABSENT: Ms. Dea Nowell

EX OFFICIO BOARD MEMBERS PRESENT: Mr. Bob Kelly

STAFF PRESENT: Ms. Kathy Mora, Ms. Sara Linder-Parkinson, Ms. Jessie Damyanovich and Ms. Karen West

GUESTS PRESENT: Ms. Mary Lehman

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

We had staff introductions before beginning the meeting. Ms. Damyanovich and Ms. West introduced themselves and talked about their positions at the Library and how they came to be at the Library. When they were done they left the meeting.

I. AGENDA APPROVAL

None

II. CONSENT ITEMS

Ms. Olson pointed out that the board packet did not include page numbers when she printed it. Ms. Linder-Parkinson said that she would look into it and get it corrected.

Mr. Tropila asked for clarification on the central insurance and questioned if it was the insurance on the books and library contents. Ms. Mora replied that it also included the general liability.

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

III. OPERATING VOUCHERS

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

IV. DIRECTOR'S REPORT

The new catalog interface went live on March 12, 2018. We are currently working out any issues that staff and patrons are having. Ms. Kegel is still working on getting all of the OPAC machines updated. Ms. Olson stated that she got the setting on her previous check outs resolved and thanked Ms. Mora for her help. It was asked what the issue with storing the checkout history was. Ms. Mora explained that if the data is stored it can be subpoenaed. In Montana library records are considered confidential and the only time they can be obtained is through a court order.

Ms. Mora talked about the board vacancy that is currently being advertised and it is due to close on March 28, 2018. There are applications and job descriptions available on the City of Great

Falls website or they can contact Ms. Mora and she would be happy to help provide any information that she can. She advised that she would inquire about applications next week and Mr. Tropila asked her if she could check sooner so that they have an idea if they need to talk to potential applicants.

There will be a training conducted on April 6, 2018 with Mr. Willmarth from 9:00am to 11:00am. The library will be closed from 10:00am to 12:00pm. The more training on customer service and dealing with difficult situations that we can provide staff the better. Mr. Willmarth is always very good with the information that he presents.

There is a revision of our Statement on Privacy of Library Records listed on that agenda for review. This is due to our new catalogs ability to retain patrons' checkout history if they choose. This is just a clarification in wording not a policy change. We are clarifying in the event that someone asks for the information.

Ms. Mora asked if we could get clarification from the board on how they would like to receive the board packet. It was decided that we would email the board packet to all board members and ex officio members as well as a mail a hard copy for them to have at the meeting with them.

V. CHAIRMAN'S REPORT

Mr. Tropila stated that he attended the book club this month and they read "Buster's Midnight Cafe" and there were about 11 people there. They got to enjoy a cheesecake during the meeting and as always Ms. Stewart did a great job.

On April 16, 2018 the Great Falls Public Library Foundation will be holding a Raise-A-Pint event at the Mighty Mo. If you can drop in please do. Ms. Lehman added that this year's event will be holding a reading as well so please come by.

VI. BOARD REPORTS

Ms. Kropp shared that she looked into getting more information on the text book selling from the library where she had purchased a book but was not able to get in touch with them. She did find out from another library that they also provide this service and stated that they use Amazon and only make about \$2000 a year and it takes 4 people to man. She also said there are other sites that can be utilized and Ms. Mora thought they sounded like Better World Books and she thought that having Ms. Smith call and talk to Ms. Kropp would help. As Ms. Smith is the one that organizes the Friends of the Library events perhaps she has some input as well. Ms. Kropp still would like to see us try this but does not want it to be too time intensive.

VII. OLD BUSINESS

Mr. Tropila asked a question about board volunteering and if this was part of what they were working towards. Ms. Mora verified that the board wanted to see each board member volunteer 2 hours a year at the library. Ms. Linder-Parkinson stated she had sent an email to each board member regarding volunteer time and if anyone is interested to let her know and she would get it arranged. Ms. Olson stated that she was going to be in on March 24, 2018 for the Book Tasting event in the Kids Place.

Mr. Tropila stated that on page 32 was the announcement of the Wordmeister and he was happy to announce that he and Ms. Olson are on a team and will be attending that event. Mr. Kelly stated he also had a team and Ms. Lehman said the Foundation had also put a team together.

Ms. Olson asked about the March 8, 2018 event where Ms. Mora went to the Cargill open house. Ms. Mora explained that an employee of Cargill attends Story Time with his child and

was very interested in making a donation to the Kids Place. Cargill made a \$1500 donation to the Kids Place for new play equipment and improvements with play equipment. Mr. Tropila asked if we had already sent a thank you and Ms. Linder-Parkinson stated that this was a donation that was made to the Foundation so they did send a thank you letter to Cargill.

Ms. Olson asked if there was an update on the McKinstry project. Ms. Mora stated that there is no new information but all departments were supposed to receive updated pricing and then meet again on April 3, 2018 and then McKinstry was going to present to the commission on that date as well. Ms. Olson asked if the counter equipment was still ongoing or if that had been completed and Ms. Mora replied that it had been completed.

VIII. NEW BUSINESS

Mr. Tropila directed everyone to review the wording changes that were in the Statement of Privacy of Library Records. Ms. Mora explained that as this policy has been in place for many years it just a needed clarification of wording.

Ms. Olson moved and Ms. Kropp seconded the motion to approve the Statement on Privacy of Library records as presented. MOTION . . . passed unanimously.

Mr. Tropila advised that he had talked with Mr. Kelly regarding his ex officio seat on the Library Board. He stated that the Mayor is very busy on many different boards and we enjoy having him at the meeting but we would understand if he wanted to appoint another member to fill his seat on the board so he can free himself up for other things. Mr. Kelly told Mr. Tropila that he would consider this and talk to other commissioners. Mr. Tropila expressed that the Board appreciates all the time that Mr. Kelly has given to being on the board and understands that this would help lessen the load if he needed to.

IX. PROPOSALS/COMMENTS FROM TRUSTEES

None

X. GFPL FOUNDATION REPORT

Ms. Lehman stated she had just wanted to let the board know the Foundation had a team for the Wordmeister and also to remind everyone of the event at the Mighty Mo on April 16, 2018.

Ms. Olson asked if there was an update on the Book-A-Thon and Ms. Lehman said no as their Executive Director has been out of town but she just got back so there should be an update soon. She did state that this was a record breaking year however.

Mr. Tropila verified that the Foundation meeting is on April 23, 2018 and that the Board members would need to talk about rotating to go to this meeting until the Board vacancy was filled.

XI. PUBLIC COMMENT

None

XII. ADJOURNMENT

Ms. Olson moved that meeting be adjourned. Ms. Kropp seconded. Meeting adjourned at 5:10pm

Addendum: Mr. Tropila relayed kudos to Ms. Kestler for her superior customer service as referenced in the letter from Mr. Robert Hudick.