

**Great Falls Public Library
Board of Trustees
Tuesday, April 24, 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: None

EX OFFICIO BOARD MEMBERS PRESENT: Ms. Jane Weber and Mr. Owen Robinson

STAFF PRESENT: Ms. Kathy Mora, Ms. Sara Linder-Parkinson, Ms. Kat Wilson and Ms. Jude Smith

GUESTS PRESENT: None

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

We had staff introductions at the beginning of the meeting. Ms. Wilson and Ms. Smith explained what positions they held at the Library and a description of their jobs. They left after their introductions.

Ms. Olson asked how we celebrate long term retirements at the Library and Ms. Mora explained that this is something that is up to the individual retiring. Ms. Olson asked if the Board could be invited to these events.

Ms. Olson asked what would be happening with Ms. Smith's position as she is retiring in September and Ms. Mora stated that we would have a few months that the position would be open because we have to pay out benefits. Then the position would be open via normal procedures to find viable candidates.

I. AGENDA APPROVAL

None

II. CONSENT ITEMS

Ms. Olson asked about what attributed to the increase in volunteer hours. Ms. Linder-Parkinson explained that there was student workers and community service included and these are numbers we may not have reported previously.

Mr. Tropila asked about the operating transfer in on the income statement. Ms. Mora stated that this is a portion of the \$350,000 that the City provides. They pay this out in 12 equal payments throughout the year.

Ms. Olson asked about the overage on the regular interest and Ms. Mora explained that this is something that we cannot budget so it always comes in as an overage.

Ms. Nowell pointed out that page 3 of the minutes listed Mr. Olson and Ms. Linder-Parkinson said she would correct this.

Ms. Olson asked about the other professional services line being at 145% and Ms. Mora told her that this line covered snow removal. This explained the overage.

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

III. OPERATING VOUCHERS

Mr. Tropila asked about page 18 where it listed SirsiDynix and the \$6210 that was paid out. He asked if this was something we had planned for. Ms. Mora stated that this was for the new catalog interface and Mr. Tropila asked if this was budgeted. Ms. Mora stated that it was not but because we dropped the databases this year we had the extra funds that covered almost the entire cost.

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

IV. DIRECTOR'S REPORT

Achieve Montana has agreed that they are going to sponsor a program for the Summer Reading Program. They specifically will sponsor the art and music programs and will donate \$200 towards the purchase of supplies. They also are advertising on the Book Mobile until May and then they will revisit.

Ms. Mora stated that the Book-A-Thon brought in \$52,770.09. She previously reported that the expenses were taken out of that amount and this is not correct. The entire amount of the book-a-thon donations is provided to the Library. This was a phenomenal year!

Ms. Kropp will report on selling textbooks later in the meeting.

In the board packet there is information regarding service animals in public and private businesses. The only animals that are considered service animals are dogs and in some instances miniature horses. As the library is not equipped to handle miniature horses the only service animals allowed here are dogs. There are only 2 questions allowed to be asked if someone brings in a dog and they are; is that a service animal and what specific tasks are they trained to do. Mr. Tropila asked how the staff handled these situations and Ms. Mora stated that there are times these conversations can be uncomfortable but the staff always handle them appropriately.

Later in the meeting we will talk about the revisions to the Laptop Checkout Policy and the Internet Use Policy.

Ms. Swingley at the Civic Center is looking into purchasing more cameras for their building and she asked if we would like Kenco to assess the Library. Ms. Mora said that she agreed to have them come in as she would like the cameras in the front of the building replaced and she has been considering having cameras positioned at the public desks.

The Montana Library Association annual conference was last week and 4 staff members attended the conference. All attendees reported that there were great sessions and we appreciate the Foundation supporting continued training.

V. CHAIRMAN'S REPORT

Ms. Nowell reported that the Pathfinder meeting is next month and she plans on attending.

We would like to always have a representative at the Foundation meetings and the next meeting is June 18th at 4pm. Ms. Mora said this meeting would be at the Library. Mr. Tropila suggested that they rotate this meeting amongst board members until we have all positions on the board filled. Mr. Tropila said he would attend the June 18th meeting.

VI. BOARD REPORTS

Ms. Kropp stated that she had talked to Ms. Smith about selling textbooks and she had gotten a contact of a company that we can send the books to and they would send a check back to the Library. Ms. Kropp has been using a similar application called Bookscooter.com and what you do is put the ISBN# in and it searches for someone who would like to purchase this book. If you have a buyer you would ship it to them and then the check would come directly to the Library. She was thinking that we could put a bin at the front desk with Ms. Mora's approval and we could utilize Facebook for marketing. Ms. Kropp also thought that we might limit it to textbooks in the last 10 years. Ms. Kropp stated that this is something she would be willing to do even after she comes off the board. She would like to try it for a few months and we could reevaluate at that point. Mr. Tropila liked the idea and stated that it coincides with all the conversations that have been had with Mr. Willmarth.

Ms. Olson reported that she and Mr. Tropila participated in the WordMeister competition and it was a fun time. She had talked to an acquaintance at the radio and they are interested in broadcasting it next year. She will forward all the contact information to Ms. Smith's email so she can be in contact with them. They would like it noted that they almost won, kind of!

Ms. Olson reported on attending the Raise A Pint at Mighty Mo. She stated that there was a great turn out and it was fun. Mr. Tropila reported that the reading was hard to hear due to the building layout but it was not discouraging to the author.

Ms. Olson volunteered at the Junior Book Tasting in March and said that it was a neat program. She told other members that they wrap books based on a theme and then they get together and report on the books. She will be attending the Book Tasting in May as well.

Mr. Tropila said that he had received a call from Banik. He said that they were working with the Montana Library Association to raise legislative awareness on libraries. They know that he has been active in supporting libraries and they wanted to interview him. Ms. Nowell stated that the Library Associations are a powerful voice!

VII. OLD BUSINESS

Ms. Olson asked about the training with Mr. Willmarth and how it turned out. Ms. Mora reported that the direction of the training changed course but that it was a work in progress. She also stated that this is a training that will continue. Ms. Nowell asked how the board could help alleviate the frustration and Ms. Mora responded that they could always attend the trainings and that would be a great show of support. Mr. Tropila asked what the main frustrations are that we are dealing with. Ms. Mora told him that it is patron issues, with some including drugs and alcohol. Ms. Weber asked if this was something that subsided in the summer and Ms. Mora said no it comes in waves but not necessarily around seasons. Ms. Weber wanted to let everyone know that this is not something the library is going through alone as the Community Health Care Center is going through the same problems.

Ms. Olson asked if there was any update on the McKinstry project. Ms. Mora responded that the departments are meeting with the City Manager on Thursday afternoon and she would provide an update after that.

VIII. NEW BUSINESS

Ms. Mora brought up the revision of the Library Internet Policy located on page 25. She stated that this is not a large change but it is just a revision to clean up language that is outdated. She explained the changes.

Ms. Olson moved and Mr. Tropila seconded the motion to approve the revision to the Great Falls Public Library Internet Use Policy as presented. MOTION . . . passed unanimously.

Ms. Mora explained the revisions that were made on the Laptop Check Out Policy. The only change was regarding the acceptance of the internet policy upon signing into the laptop. This is not accurate as they sign the form when the computers are checked out. Again, this is more of a language revision rather than a policy change.

Ms. Olson moved and Mr. Tropila seconded the motion to approve the revision to the Great Falls Public Library Laptop Check Out Policy as presented. MOTION . . . passed unanimously.

Mr. Tropila stated that he had spoken with all 4 applicants for the Library Board and he told them that the Board appreciated them applying and he is going to ask if they would keep their applications on file if they were not selected as they were all strong applicants. Ms. Olson stated that she was impressed with the application for Ms. DeForest as she is currently a Library volunteer and she would be able to move right into the current open position. She also agreed having the other applicants keep their applications on records would be a great idea.

Ms. Olson moved and Ms. Kropp seconded the motion to recommends Sam DeForest to the Great Falls City Commission for appointment to the Great Falls Public Library Board of Trustees as presented. MOTION...passed unanimously.

It was asked when the vote with the Commission would be and Ms. Mora stated it would probably happen on May 15th. Contact will be made with the selected candidate by the City Manager's office. Mr. Tropila asked if the position had to be advertised again when Ms. Kropp goes off the Board and when would that happen. Ms. Mora thought that it would happen in May(correction from meeting as contacted City Manager's office). Ms. Weber asked if letters would be written to the other candidates and Ms. Mora stated that the City Manager's office would take care of that also. It was suggested that a letter be written that told them thank you and there would be another position open in June. Ms. Nowell stated that we received 4 applications and she inquired about what Ms. Mora thought the difference was. Ms. Mora responded that the Board recruited people this time and that was where the applications came from.

IX. PROPOSALS/COMMENTS FROM TRUSTEES

Mr. Tropila inquired about the notes on page 34 where it said that the game room was vandalized. Ms. Mora replied that we had a container of free soaps in the Young Adult area and they were taken and squirted over items in the game room. The soaps have been relocated and hopefully this will correct the problem.

X. GFPL FOUNDATION REPORT

Ms. Mora advised that there was a Foundation marketing meeting on April 30th to discuss how to alleviate some pressure on staff regarding the Book-A-Thon and bookplates. They are going to look at offering other options on choosing how to allocate the money that is being donated. There will be more information on this when the meeting is over.

XI. PUBLIC COMMENT

Ms. Weber pointed out the in the press release that the Library was hosting an event for the Missouri Breaks Monument in May and she wanted to let everyone know that the Upper Missouri River Heritage Area would be hosting a community conversation on May 3rd at the Civic Center. She will drop off a poster in the morning on the meeting.

XII. ADJOURNMENT

Meeting adjourned at 5:31pm