

**Great Falls Public Library
Board of Trustees
Tuesday, August 28, 2018
Great Falls Public Library, Montana Room
4:30 p.m.**

BOARD MEMBERS PRESENT: Ms. Dea Nowell, Ms. Whitney Olson, Mr. Mitch Tropila, Ms. Anne Bulger and Ms. Sam DeForest

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. Irene Meier and Ms. Alice Kestler

GUESTS PRESENT: None

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

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

I. AGENDA APPROVAL

Ms. Nowell stated that we needed to add the nominations for Chair and Vice Chair to the agenda under new business items.

Mr. Tropila moved and Ms. Olson seconded the motion to approve the addition of Nominations for Chair and Vice Chair. MOTION...passed unanimously.

II. CONSENT ITEMS

It was explained by Ms. Mora that this is not a normal sized packet. The board does not normally meet in July so this is a double packet that includes June and July information.

Mr. Tropila asked about the revenue totals on page 20-21 that was dated 06/30/18. He wanted to pass on congratulations to Ms. Mora for coming in \$19,000 under budget. Great Job! He also had a question on page 20 line item 31122 that is labeled other personal property had revenues of \$11,000 over what was budgeted. He inquired about what drove the overage. Ms. Mora and Ms. Weber explained that the property taxes are just an estimate and sometimes they come in higher than predicted. He also stated that on the 07/31/18 income statement on the same line it was still at \$1,000 and Ms. Mora told him that these numbers fluctuate so they are hard to predict. There were questions on line 37110 and 36510 on the 07/31/18 income statement and it was explained that this are estimates as we cannot be sure what revenues will come in. He extended another thank you to Ms. Mora regarding the budget.

Ms. DeForest inquired about page 25 and the MTD, month to date, and YTD, year to date, totals being the same. Ms. Mora explained that our fiscal year resets on 07/01 every year and so we start over with fresh set of totals.

Mr. Tropila was on page 27 and stated there was a \$41,000 loss this year and was curious what caused that. Ms. Mora explained that there were salary increases for Crafts Contract and for MPEA Contract as well as an increase for some Exempt employees. Ms. Olson asked if someone leaves is the new person hired in at the same or a lower rate of pay. Ms. Mora stated that most are started at a lower rate of pay. She believes that we will make up the difference in

vacant positions that we have and that are coming up. Mr. Tropila wondered if there was ever a time that the Library had entered with a loss in the past and Ms. Mora stated that not to this excess but she also said that we budgeted the mill low as well and there was an increase in the mill. Mr. Robinson stated that it went up quite a bit and Ms. Mora expressed it was near \$140,000 of an increase. Ms. Weber verified that there was an increase and they were waiting on validation. She also stated that the County may be providing more to the Library on a one time only basis and she would contact Ms. Mora when she had the final approved budget numbers.

Ms. DeForest was curious about the volunteer chart on page 5. She noticed that there was substantial difference in hours in May and was curious what caused that. Ms. Linder-Parkinson told her that we had student workers and more Experience Works volunteers at that time. She wondered if we still need more volunteers and Ms. Linder-Parkinson said that we can always use more volunteers because we have many projects to get done.

Ms. DeForest asked a question regarding the Ebooks and if this has a direct impact on staff. Ms. Mora replied that it requires staff time to select new books and to help patrons use the service.

There was a question from Ms. DeForest on the internet usage changes and Ms. Mora stated that there is new information for tracking usage. This tracking has been in place almost a year so there will be a better picture at that time.

Ms. DeForest inquired if staff was doing anything to promote the usage of the self-check machines more or if it was at a level that she felt was fine. Ms. Mora stated that a great number of patrons enjoy the personal interaction so we are not necessarily trying to boost those numbers.

Ms. Olson asked about the personnel report and is there a concern that they should be aware of as another staff member has left for Kalispell and employment at the Imaginelf Library. Ms. Mora advised that we have had 3 staff members move to this area and that library over the past 5 years. Most recently Ms. Wilson was eager to move to that area and Ms. Kestler has a daughter there..

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

III. OPERATING VOUCHERS

Mr. Tropila asked about who Midwest Tape on page 32 was and what materials we received from them. Ms. Mora explained that it was the company that handled the majority of our audio video materials.

Ms. Olson asked about Mabel Park and was advised that this is a charge for Programming. She also asked who negotiates the prices that are paid for programming as it seems to vary. Ms. Mora said that this is a task that Ms. Smith is presently handling.

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

IV. DIRECTOR'S REPORT

As stated in her Director's Report Ms. Kestler will be leaving to work at the Imaginelf Library in Kalispell. Her last day will be August 31, 2018 and her job announcement should go out next week.

Ms. Mora advised that although her report stated that we had hired someone for the Public Services Librarian position we were notified last week that he has declined the offer. Now we will reopen the position and begin the search again.

There is a Patron Behavior Policy in your packet and we will talk about that further down on the agenda.

There have been two staff members, Ms. Smith and Ms. Kestler, which have been staffing a table at the Farmers Market this summer. This has been a great opportunity to highlight the Seed Exchange program. There has been a decent amount of foot traffic and they have been making good contact and getting flyers out to public. There is an average of 110 people stopping by the table each time we have been present. With Ms. Kestler leaving Ms. Smith will be at the market until her retirement on September 15, 2018.

The annual picnic that is sponsored by the Friends of the Great Falls Public Library was held on August 14, 2018 and there were approximately 420 people in attendance. Over $\frac{3}{4}$ of them were also at the picnic. The big draw was the band that was playing Wylie and the Wild West which was sponsored by the Great Falls Public Library Foundation.

Ms. Mora explained that we recently upgraded our photocopiers on the 2nd and 3rd floors. The units on the 2nd floor had been there for almost 20 years and they had more than served their time. The new copiers will save money and enable patrons to have more options when printing and copying items. The copier on the 3rd floor was replaced with a newer model and we moved the old one to the basement. The first floor also got a new copier, fax, printer combo. Davis Business was great to work with to get this project handled and we are still working on getting the print management installed which will really help with some cost savings.

We are still working with McKinstry and Craig Raymond from the City of Great Falls Planning department on replacing the boiler. We will be moving forward on this project and utilizing the money in our reserves to pay for it. This will go to the Commission on September 4, 2018 and then we will start the project on September 25, 2018 and they hope to be done by November 1, 2018. This is a very aggressive schedule. McKinstry and their sub-contractors will complete the work. There will be a 2 week period that we may be without heat and she will keep everyone up to date on what the plan is. This new boiler will cost about \$459,000 and we will be going from steam to hot water with a 2 boiler redundancy system. They will also be replacing the piping and will be removing the chiller as well. Mr. Tropila asked about the building being owned by the City and if the City Commission is able to help out at all. Mr. Robinson advised that the City Commission has discussed this but they have given the Library extra money and so at this time that is not an option. Ms. Olson and Mr. Tropila asked if this is something that may change and Mr. Robinson explained that right now Public Safety has a huge push behind it and he is not sure. Ms. Bulger asked how long Ms. Mora thought that it would take to recover the amount in reserves and she explained that she was not sure as this was monies that built up over time. Ms. Olson requested that the Board have an in depth budgeting session with Ms. Kinzler. Mr. Tropila thought that this would be great and requested that it be Library specific. Ms. Mora stated that she would set it up with Ms. Kinzler.

V. CHAIRMAN'S REPORT

Ms. Nowell asked about when the next meeting for the Foundation was and Mr. Tropila stated that it was in September and he would just continue to attend the meetings. He thanked the Foundation for all the things that they do.

VI. BOARD REPORTS

Mr. Tropila reported that he had attended the Booktasting and stated that Ms. McIntyre and Ms. Stewart always do a great job of putting it together.

Mr. Tropila also attended the Friends picnic and stated that it was well attended and it was not just for the music but that there were more people there eating as well.

Mr. Tropilas asked about the incidents that are reported on page 53 and 54 and inquired if the kids were safe regarding these incidents. Is there something that we need to do or something that we need to know more about. Ms. Mora stated that we continue to monitor the situations.

VII. OLD BUSINESS

None

VIII. NEW BUSINESS

Ms. Nowell wanted to discuss an election and she asked if someone else would like to be chair. She nominated Mr. Tropila and he suggested that Ms. Nowell stays in the position until her time on the board was up and then he would be interested. This was what the Board as a whole decided would happen.

Ms. Mora stated that there is a print out of the Revision of the Patron Behavior Policy in your packet on pages 44 and 45. The highlighted area is what is recommended to be changed so that people are not lying down with feet on the furniture in the Library. We can make accommodations for patrons as needed depending on the circumstance.

Ms. Olson moved and Ms. Nowell seconded the motion that the Great Falls Public Library Board of Trustees revises the Great Falls Public Library Patron Behavior Policy as presented. MOTION...passed unanimously.

IX. PROPOSALS/COMMENTS FROM TRUSTEES

Mr. Tropila welcomed Ms. Bulger and Ms. DeForest to the Board and hopes that it is a rewarding experience for them both.

X. GFPL FOUNDATION REPORT

Ms. Mora stated that Ms. Debbie Kuntz was appointed as the Liaison to the Library Board and we will get her address and information to make sure she has a packet for the next meeting.

XI. PUBLIC COMMENT

None

XII. ADJOURNMENT

Mr. Tropila moved and Ms. Olson seconded the motion that the meeting of the Great Falls Public Library Board of Trustees was adjourned. MOTION...passed unanimously

Meeting adjourned at 5:55pm