

**Great Falls Public Library
Board of Trustees
Tuesday, June 26, 2018
Great Falls Public Library, Montana Room
4:30 p.m.**

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

BOARD MEMBERS ABSENT: Ms. Sam DeForest

EX OFFICIO BOARD MEMBERS PRESENT: Ms. Jane Weber

STAFF PRESENT: Ms. Kathy Mora, Ms. Sara Linder-Parkinson, Mr. Robert Miller and Ms. Susie McIntyre

GUESTS PRESENT: None

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

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

I. AGENDA APPROVAL

None

II. CONSENT ITEMS

Ms. Nowell commented that it was nice to see the circulation numbers up. Ms. Mora stated that on page 10 the web page usage figures are starting to even out.

Mr. Tropila asked about page 13, the income statement. He was curious if there was still one more payment that we would be receiving and Ms. Mora said the end of June there should be a payment. We also received the payment from Cascade County and that is not reflected on this sheet as it came in the first part of June.

Ms. Olson asked about the position that was vacated by Ms. West and if it would be easy to fill. Ms. Mora explained that this position was only temporary to deal with staffing issues and would not be filled.

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

III. OPERATING VOUCHERS

Mr. Tropila inquired about the purchase to Gressco for security cases. Was this replacement cases or for new items. Ms. Mora explained that we are caging more items now due to theft issues and we needed to order more cases. Ms. Linder-Parkinson stated that we are trying to have a volunteer out there when we can because that seems to be a deterrent as well.

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

IV. DIRECTOR'S REPORT

Ms. Mora advised the board that Ms. Kat Wilson has resigned for a position at ImagineIF libraries. Her position is being advertised presently and we will have first review of applications on July 9, 2018. This is the 2nd staff member that has gone to this library so we know that she will enjoy it there. Ms. Olson asked about the hiring process and Ms. Mora told her that we use the City HR department to help gather applications, and then we review and contact HR to set up the interviews. HR will have a representative sit in on the interviews as well.

The Friends of the Library had their most successful book sale to date by selling \$6,031.81 in materials. They have provided funds to the library to have our newsletter subscription service for another year, for the annual picnic, the Book Tasting party, a donation to the Seed Exchange and the new Kit Keeper program to help us manage our book club kits. We appreciate their continued support and generosity.

The annual picnic is August 14th at 6:00 pm and Wylie and the Wild West will perform starting at 7:00 pm. Please stop in and have a plate and enjoy the music.

We will go over the revisions to the Gifts and Donations Policy later in the meeting.

Ms. Mora reported that the budget was due to be presented to the City Commission on July 3, 2018. She handed out a document to all board members that is an internal document that we use to help read the budget more easily. The first 2 pages are the regular budget and the third page is the Foundation. The fourth page is our revenues and on the bottom there is a box that is the 2221 revenues. One of the biggest changes to our budget this year is an increase due to payroll costs.

Ms. Mora handed out a capital improvements paper that shows some issues in the Library that we need to address. The first one is the boiler and the estimated cost is \$150,000 and it is important that we have this done as the present boiler is at the end of its life. The other is the air handling units in the building need to be replaced. This is a health and safety concern and needs to be addressed as soon as possible. These were items that McKinstry had put into their proposal for repairs. There is enough in our reserves to cover the cost of the increase in wages and the boiler but to cover all 3 we will need additional funding. Ms. Mora is working with Mr. Craig Raymond to get additional information from McKinstry regarding the repairs. She has approached the Foundation regarding the additional funding but there is some hesitation as it is a building repair item. A conversation ensued regarding the options that were available to get all the necessary repairs done. There will be further conversations regarding this matter in the future.

V. CHAIRMAN'S REPORT

None

VI. BOARD REPORTS

Mr. Tropila attended the Foundation meeting as the Liaison. They discussed Ms. Mora's request. There was talk about an ad hoc committee and there are some board members that would like to help. They will also hold further conversations. Ms. Mora stated that there were quite a few board changes; Ms. Lehman, Ms. McCord, Ms. Reiff and Ms. Carter all went off the Foundation board. Mr. Tropila stated that he would continue to be the Liaison for the Library board.

Mr. Tropila stated that he attended Ms. Stewart's book club again and this month they read the book "Flood Girls". He enjoyed it and said it was a good read.

The Mr. Joe Raiola program was attended by Mr. Tropila and he expressed that it was a good turnout and Ms. Smith deserved huge kudos. Mr. Raiola talked about how the First Amendment space works with the Library.

Ms. Olson assisted with the Seed Exchange at the Farmers Market. She felt that people were really into it and they gave out a lot of calendars for the Kids programming for Summer Reading. This is something that will continue through the summer every other Saturday.

Ms. Kropp reported that she had gotten a few textbooks in and sent off for payment. She asked that we request textbooks that are 10 years old and wanted to see if we could get the word out to the public about bringing them in. If they can take them to the front desk, she will take care of it from there.

Ms. Kropp thanked everyone for having her on the Library Board. She has enjoyed it and will be around still. Her son has ordered ILL books and she liked how that whole process worked. She is also happy that he has been at the Library because he works at Bass Clef and they are helping with the children's programming for Summer Reading.

Ms. Kropp pointed out that this week in the paper there is no meeting for the Library Board. Ms. Mora stated that she would look into that. Ms. Olson asked if the press release was sent to Jen at the Electric and Ms. Mora stated that she would check into that as well.

VII. OLD BUSINESS

None

VIII. NEW BUSINESS

The board was presented with the changes to the Great Falls Public Library Gifts and Donations Policy. They reviewed the policy and Ms. Olson asked if there was something that happened to spark the change. Ms. Mora explained the changes were necessary to update with changes to technology and some language needed to be cleaned up in the policy regarding donations. There was also verbage that was added to talk about books that are not added to the collection.

Ms. Olson moved and Ms. Kropp seconded the motion to approve the changes to the Gifts and Donations Policy as presented. MOTION . . . passed unanimously.

There was discussion of the Great Falls Public Library Board Applicants. Ms. Olson said that it was good to see applications and that there were good candidates. Mr. Tropila stated that all applicants kept their names in from last time and that was good to see. He did say that he spoke with them all and they are all well qualified and community minded. He then thanked Ms. Kropp for her time being on the board.

Ms. Olson moved and Ms. Kropp seconded the motion that the Great Falls Public Library Board of Trustees recommend Ms. Anne Bulger to the Great Falls City Commission for appointment to the Great Falls Public Library Board of Trustees as presented. MOTION...passed unanimously.

IX. PROPOSALS/COMMENTS FROM TRUSTEES

X. GFPL FOUNDATION REPORT

None

XI. PUBLIC COMMENT

None

XII. ADJOURNMENT

Meeting adjourned at 5:25pm

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