

**Great Falls Public Library
Board of Trustees
Tuesday, September 25, 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. Sam DeForest

BOARD MEMBERS ABSENT: Ms. Anne Bulger

EX OFFICIO BOARD MEMBERS PRESENT: Ms. Jane Weber

STAFF PRESENT: Ms. Kathy Mora, Ms. Sara Linder-Parkinson, Ms. Susie McIntyre, Ms. Shannon Smith and Ms. Evelyn Goldinger

GUESTS PRESENT: Ms. Debbie Kuntz, GFPL Foundation Liaison and Ms. Jenn Rowell, The Electric

Ms. Nowell called the meeting to order at 4:29 pm.

We had staff introductions at the beginning of the meeting. Ms. Smith and Ms. Goldinger 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 an amendment needed to be made to the agenda to add a discussion and vote on delaying opening on Sundays and on moving the Veteran's Day Holiday depending on the outcome of the vote on delaying Sundays opening.

Mr. Tropila moved and Ms. Olson seconded the motion to approve the agenda as amended. MOTION...passed unanimously.

II. CONSENT ITEMS

Ms. Olson asked about account number 43550 being at 92% and wondered if this account would go over budget. Ms. Mora explained that this account is used to pay vendors at the beginning of the year. At large portion of the money is used to pay Sirsi Dynix.

She also asked about account 48697 and inquired about it being at 100% already. Ms. Mora stated that these are internal service charges and some departments charge all of their fees at once and some split the cost out over the course of a year.

There was a question by Ms. Olson on the 2221 (Foundation) report for account number 43945 as it was at 76%. Ms. Mora advised that the Foundation accounts are estimated because we are never 100% sure as to what we will receive in donations.

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

III. OPERATING VOUCHERS

Ms. Olson asked what the charge on page 18 for OCLC was and Ms. Mora clarified that it was for the Online downloading records into our system and to provide interlibrary loan functionality.

Mr. Tropila asked for a reminder on who Baker & Taylor was and Ms. Mora stated that they are one of our vendors for materials.

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

IV. DIRECTOR'S REPORT

Ms. Mora explained that we have 3 open positions at this time and they are; Library Specialist which is a part time position on the Information Desk and that will close September 28, 2018, Library Specialist which is a full time position working in Public Relations and assisting with coverage on the Information and Circulation desks and a Public Services Librarian which is also full time and is the Supervisor for the Public Services Department. All job descriptions are available on the City of Great Falls Web Site and they are in this month's board packet. If you know anyone that is qualified please encourage them to apply. Ms. Olson asked if there was ever any clarification on why the previous candidate declined the position and Ms. Mora replied that he did not respond to the request for information so there is no further information.

The boiler project is moving forward and the boiler is on order. At the Foundation meeting they discussed the ad hoc committee that met in June and they determined that the mission of the Foundation was not to fund capital improvements unless the donation stated so. There was \$28,000 in the Elliott donation that they felt could be used towards the boiler and Ms. Weber stated that it was just approved that the County is going to give the Library an additional \$17,000 this year as well. The asbestos abatement will start on Monday, October 1, 2018 and we will have a meeting with McKinstry on Friday, September 28, 2018. We should have a plan of action after the meeting. The asbestos abatement is above and beyond the cost of the boiler so the monies from the Foundation will be put toward that cost. At this time there is no indication that the Library will need to be closed for the boiler replacement. Ms. Olson asked if the new boiler will sit on the foot print of the old chiller and Ms. Mora confirmed that it would.

The flags have not been up at the Library for a number of weeks because of a broken cable. We have purchased all the supplies to fix it and have requested a boom truck to come so that we can string the new cable and get them back up. We believe that the truck will be here Monday. The first truck that came was too short so we had to wait for the larger truck to be available.

Ms. Mora has been talking to a representative from SpaceSaver shelving and recently they came to the Library to measure the space that we would like to add additional shelving for the audio visual materials. The shelving will be located on the south wall of the Fiction Room and although we will lose some exhibit space we will gain some much needed shelving space. This shelving should be in by the end of the calendar year.

We are currently soliciting estimates on snow plowing and shoveling. It has been years since we have looked at a different vendor for plowing and we want to ensure that we are getting the best price. We presently do not use a shoveling service but due to hiring being on hold in the Maintenance Department due to the retirement of Mr. Butler we are seeking estimates for that as well.

Please remember that there will be a special board meeting on Friday, October 5, 2018 at 4:30 pm in the Montana Room. This meeting will be with Mr. Doyon and the only agenda items will be discussion of recruitment of a Library Director and the appointment of an Interim Director.

Previously, we have talked about the increase in the mill and we were just informed that the Department of Revenue miscalculated the increase and we will be receiving approximately \$30,000. Ms. Weber stated that this was a mistake that was made across the board and this

miscalculation is why it has taken the County so long to approve their budget. Mr. Tropila asked if the \$30,000 was above what we already had budgeted as well as the \$17,000. Ms. Mora confirmed that these were both above what we projected. Ms. Olson asked if the \$28,000 from Foundation was above the amount as well and it was confirmed that it was.

Ms. Kinzler is available to come to the November 27, 2018 meeting or the December 18, 2018 meeting and she would talk after our formal meeting and help answer questions as well. She is going to talk about how our budget fits into the City budget. All members stated that either date will work.

Ms. Weber asked if the ex-officio board members are welcome at the October 5, 2018 meeting and Ms. Mora stated that they are always welcome.

V. CHAIRMAN'S REPORT

Ms. Nowell stated that the Pathfinder Federation meeting is in October and she is planning on attending. Ms. McIntyre is also making plans to be able to attend.

There is a campaign by Banik to raise awareness of Libraries by the State Library. Ms. Mora added that videos for this campaign have been filmed in our Library. One video features Mr. Jamie Ford and one features Ms. McIntyre.

VI. BOARD REPORTS

Mr. Tropila attended the Foundation meeting and he wanted to express his appreciation for all the work that the Foundation members put into supporting the Library. The annual Book-A-Thon is gearing up to start soon.

Mr. Tropila stated that Easter Seals Goodwill has a new lobbyist and it is the same group that lobbies for Libraries so he is hoping to get to talk to them between sessions.

Ms. Olson presented the Armchair Traveler series this week and it is going to be about traveling to Amsterdam with kids. She hopes that others will enjoy the information.

Mr. Tropila asked how the Grab N Go section is moving. Ms. McIntyre said that it has been received very well. People seem to be enjoying it. She wanted to send her thanks to the Foundation for allowing us to have this at our Library.

Mr. Tropila wanted to let the Board know that he will not be here for the October 23, 2018 meeting as he will be in Helena for meetings for work.

VII. OLD BUSINESS

Ms. Mora stated that this was discussed earlier regarding Ms. Kinzler coming to a meeting in the near future. She will set up the meeting date and let everyone know.

VIII. NEW BUSINESS

Ms. Nowell said that there is a possibility of delaying our Sunday openings until the first weekend in December due to our staffing shortages. Ms. DeForest asked if we delay will that hinder us for next year. Ms. Mora stated that we have budgeted the hours and that should not be a problem because it is not a budgetary reason that we are not opening. Mr. Tropila stated the increased value of the mill in previous budget cycles allowed us to open on Sundays. Ms. DeForest said this was hard because we are closed on Mondays and Mr. Tropila stated that happened in 2014 when we also had to lay off people. Ms. Nowell believes that it is warranted that we delay the opening of the Library until December 2, 2018.

Ms. Olson moved and Ms. DeForest seconded the motion that the Great Falls Public Library Board of Trustees delays opening until the first Sunday in December as discussed. MOTION...passed unanimously.

Ms. Nowell stated that with us being closed on Sunday, November 11, 2018 that the Board needed to adjust the Veterans' Day holiday. She thought that it would be easiest to just move the holiday to Saturday, November 10, 2018.

Ms. Olson moved and Mr. Tropila seconded the motion that the Great Falls Public Library Board of Trustees approves moving the Veterans' Day holiday as discussed. MOTION...passed unanimously.

IX. PROPOSALS/COMMENTS FROM TRUSTEES

None

X. GFPL FOUNDATION REPORT

Debbie talked about the fundraisers that are coming up. The Book-A-Thon is going to be starting in the next few weeks. The gas flyer will be going out in the last week in September. The Raise-A-Pint event will be November 12, 2018. The newsletter is being worked on and should be going out on October 10, 2018.

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 5:23pm