

**Great Falls Public Library
Board of Trustees
Tuesday, October 23, 2018
Great Falls Public Library, Montana Room
4:30 p.m.**

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

BOARD MEMBERS ABSENT: Mr. Mitch Tropila

EX OFFICIO BOARD MEMBERS PRESENT: Ms. Jane Weber

STAFF PRESENT: Ms. Kathy Mora, Ms. Sara Linder-Parkinson, Ms. Susie McIntyre, Ms. Sara Kegel, Ms. Kathy Wight and Ms. Rae McFadden

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

Ms. Nowell called the meeting to order at 4:31 pm.

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

Ms. Rowell also introduced herself to the board.

I. AGENDA APPROVAL

None

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

II. CONSENT ITEMS

Ms. Nowell expressed thanks to Ms. Linder-Parkinson for taking such thorough notes from the special meetings that we have had the past few weeks. She did notice on page 18 it said the and should have been then in the second paragraph and on page 20 in the 1st paragraph it should say for instead of fo. Ms. Linder-Parkinson stated that she would make those corrections.

Ms. Kuntz asked that a correction be made on page 17 to reflect that the Book-A-Thon inserts go out in the gas bill not the electric bill and they should be going out the end of October. Ms. Nowell stated that just happened because there was a lot of information in the meeting and we misspoke on which one it would be.

Ms. Bulger asked about the spikes on the volunteer statistics and what is causing that to happen. Ms. Mora stated that Ms. Linder-Parkinson could explain more but it tends to happen with different projects that are occurring in the Library. Ms. Linder-Parkinson explained that there are volunteers that come in from Experience Works, community service, schools and then regular volunteers. So on some months we may have more community service hours and have two Experience Works volunteers which can make huge spikes which is the case on the current graph. Ms. DeForest asked if we provide workers comp on all volunteers and Ms. Linder-Parkinson replied that we do on regular volunteers but other agencies provide their own workers comp insurance. Ms. Olson asked what Experience Works was and Ms. Mora explained that it used to be called Green Thumb and it is program that older persons could use in order to help

gain further work experience until finding employment. They are considered employees of Experience Works and they receive payments through them for working at the agency they are assigned to. Ms. Weber also added that they have all different kinds of skill sets based on what their preference is. It's great on the job training.

Ms. Bulger asked about the Library web page statistics on usage and Ms. Mora stated that she cannot pinpoint what the change was except the month that the spike started is when we went to the new catalog interface. Ms. Bulger felt that was a wonderful improvement.

Ms. DeForest asked about the walk in statistic and Ms. Mora explained that there was a counter at the front door. This brought up another question from Ms. DeForest about the tally sheets that are on all the public desks and if they helped track this and Ms. Mora said no they are to track other items such as; computer assistance and self-check assistance.

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

III. OPERATING VOUCHERS

Ms. Olson asked about the charges to Overdrive and if this was an annual fee. Ms. Mora stated that yes that was for our Ebooks thru MontanaLibrary2Go. Ms. Mora felt that this cost was affordable and if we were to pay more there would be more titles available. This is actually something that Ms. McIntyre should speak to. Ms. McIntyre stated that she is currently the chair for MontanaLibrary2Go. The money that is paid to Overdrive goes to the total budget for the year. She stated that she is presently on the cost share committee right now and it is difficult to find a way to sustain it without other libraries dropping out due to the rising costs. Right now the wait times for new materials are terrible but without raising cost to everyone this will not change. Overdrive is part of our materials budget and some libraries do not budget the monies that way. Ms. Kuntz asked if the \$11,000 is for renting books and Ms. McIntyre responded yes that it is for the licensing costs. Ms. Kuntz also stated it must be a roll of the dice when buying materials because you are not sure if they will be popular or not. Ms. McIntyre stated that has been the case with many books to include recently "Gone Girl" we knew it would be popular so we bought a large number of licenses to obtain a certain amount of copies of the book to be distributed. Ms. DeForest asked if this was all over the state and she was answered that yes it was. Ms. Kuntz knows that she had looked at a title and there were 200 in line to get it. Ms. Olson asked if we have a higher cost because we are a larger library. Ms. McIntyre replied that this is the case. She also went on to explain that they are currently looking into other products but that Overdrive is more expensive but has the best interface hands down. They will also be doing a full RFP in 2020. Ms. Olson asked if the cost to the Great Falls Public Library would be drastic and Ms. Mora told her that it would be an increase of \$700. Ms. McIntyre stated that she is the one that pushed it and that they are looking at formulas to determine cost share. Ms. Kuntz said that as a consumer that you aren't charging sometimes you may have to wait. Ms. McIntyre stated that the best feedback that she gets from patrons is about MontanaLibrary2Go. She is pretty proud of it because she is an original chair and worked hard on the consortium. The audiobooks growth since we started has been huge. Ms. DeForest asked if there were any drop outs from other libraries yet and Ms. McIntyre stated that a few small libraries because the cost was too much but no big ones yet.

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 pointed out that the first two items, the Holiday and Board Meeting schedule are later in the agenda and we would talk more about them then.

Ms. Mora attended the Foundation's recent meeting and requested \$45,000 for materials, \$12,500 for Collection HQ subscription, \$14,400 for 3 new book sensitizers, \$978 towards the auto repair database and \$11,163 for MontanaLibrary2Go. The foundation approved all these projects but as of this meeting we are changing out auto repair database to Chilton's. We will put the monies from the Foundation towards the cost of the new database. Ms. DeForest asked if the database gets used a lot and Ms. Mora replied that it has always been popular. The Foundation also gave the library \$28,898 towards the boiler project and this was from Elliot Funds which has helped fund other projects like the arch and the mural. Ms. Bulger asked about the boiler project and how the warmer weather was helping with that. Ms. Mora told them that the old boiler is going to keep running until the new one is in. The project has been a bit loud but nothing that we can't work through. They are on track with removing the chiller and in a couple of weeks the piping will go in and there was only one place that it would be visible and they have a solution for that and they will cover up and paint it. The new boiler is in storage in Spokane and Ms. Mora is very pleased with McKinstry and especially our project manager Karen has been great with communication. She is doing a great job. Ms. Olson asked if she was on site for the project and Ms. Mora replied that she is here Monday thru Wednesday and then she returns home. She is an engineer with McKinstry and she has gone above and beyond to make sure that we are happy with each step of the project.

We held interviews last week and this week and they concluded yesterday. Presently they are running background checks and doing reference checks. This is really great news. Ms. Olson asked if any of the candidates were local and Ms. Mora stated that they are not local. Ms. Nowell inquired if there were a large number of applications and Ms. Mora stated not a large number but what we received were viable. Ms. DeForest asked if they came to Great Falls for the interviews or if we did them over the web and Ms. Mora told her that we did conduct a portion of them on WebX and a portion in person.

Ms. Mora wanted to remind everyone that Ms. Kinzler from Fiscal would be attending the Board meeting next month to talk about budget items.

Our annual potluck is going to be held on Wednesday, December 12, 2018 at noon and it again will be a potluck so please plan to attend.

It was asked if Ms. McIntyre sat in all the interviews as interim and Ms. Mora clarified that Ms. McIntyre is not interim Director until the first of the year, however, she did sit in interviews. Ms. McIntyre stated that she was in the interviews that were held. Ms. DeForest asked after they run the backgrounds how long does it take to make the offer and how soon could they start. Ms. Mora stated that we hope to have them in place by the middle of November.

V. CHAIRMAN'S REPORT

Ms. Nowell reported that she is attending the Pathfinder meeting on October 25, 2018.

There is a marketing campaign for the State Foundation and Ms. Olson stated that she had not seen commercials. Ms. Mora verified that they are running now. Ms. Olson asked if the YouTube videos can be emailed out. Ms. Mora stated that she would send them. She also pointed out that Mr. Jamie Ford and Ms. McIntyre were in the videos so it was nice to see local faces. Ms. Bulger and Ms. Kuntz both said that they had seen the videos. Ms. Mora was happy that Mr. Ford did the video; she always enjoys hearing the story about how he met his wife here at the Library.

VI. BOARD REPORTS

None

VII. OLD BUSINESS

None

VIII. NEW BUSINESS

Ms. Nowell stated that the first item of new business was the Holiday Schedule and turned it over to Ms. Mora. Ms. Mora stated that we had to make some adjustments because we are a 6 days a week operation. We modify our holiday schedule from the normal City holiday schedule. Ms. Kuntz asked a question about the staff shortages that were causing us to close another day and Ms. Mora clarified that we are just delaying our opening on Sundays until we are back to full staff and can accommodate that schedule.

Ms. Olson moved and Ms. DeForest seconded the motion that the Great Falls Public Library Board of Trustees approves the 2019 Library Holiday Schedule as presented.

MOTION...passed unanimously.

The next item on the agenda is the Board meeting schedule for 2019. Ms. Mora pointed out that we followed the current format with no meetings in July but this is always up for discussion. We also moved the December 2019 meeting to the third week because of the Christmas holiday.

Ms. Bulger moved and Ms. Olson seconded that motion that the Great Falls Public Library Board of Trustees approves the 2019 Library Board Meeting Schedule as presented.

MOTION...passed unanimously.

IX. PROPOSALS/COMMENTS FROM TRUSTEES

Ms. Bulger asked about the meeting that she was unable to attend and how it went. Ms. Nowell stated that she thought that it went well. Ms. Bulger asked if there were any changes made and Ms. Nowell replied that there were no blaring changes and we should have them this week. Ms. Weber stated that they were going to add some links and jazz up the library section of the brochure. Ms. Mora stated that she got the information to Mr. Doyon today and they were continuing to work on it. Ms. Nowell said that they were hoping to have the job posted by the end of the week and that Board members were going to have to look at taking time off work for interviews if they can. Ms. Weber stated that it would be in early January they were speculating. Ms. Nowell reiterated that the Board was asked for flexibility. Ms. Weber stated that Mr. Andrew Finch will do the City tour for any applicants and Ms. Bulger asked if there would be a meet and greet. Ms. Nowell replied that we are not sure at this time and it depends on the layout of things. Ms. Olson talked about the interview process and if they would pay to have candidates come in for one interview. Ms. DeForest added that all the first interviews will be held via Skype for continuity. Ms. Kuntz asked if there would be a matrix being used for the interview. Ms. Weber stated that it sounded like that was not the case. Ms. Weber stated that the City does not use that tool.

X. GFPL FOUNDATION REPORT

Ms. Kuntz stated that the Foundation newsletter is being mailed out so everyone should see that.

She also advised that the Gas Company is sending out the Book-A-Thon inserts and they have been very helpful.

Ms. Kuntz wanted to remind everyone that Raise-A-Pint is coming up soon.

XI. PUBLIC COMMENT

Ms. Weber mentioned that PBS is doing a 100 Best Books that America loves special and it may be fun to have a section with them in it.

Ms. Olson asked if there were any other special meetings scheduled between now and November and Ms. Nowell replied no. Ms. Kuntz asked when the November meeting was and Ms. Mora responded November 27, 2018

XII. ADJOURNMENT

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

Meeting adjourned at 5:30pm