

**Great Falls Public Library
Board of Trustees
Tuesday, December 18, 2018
Great Falls Public Library, Montana Room
4:30 p.m.**

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

BOARD MEMBERS ABSENT: None

EX OFFICIO BOARD MEMBERS PRESENT: Ms. Jane Weber

STAFF PRESENT: Ms. Kathy Mora, Ms. Susie McIntyre and Ms. Cris Olguin

GUESTS PRESENT: None

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

Ms. Olguin introduced herself to the Board and stated she was happy to be working at the library. She has been a librarian for 30 years with the last 10 at the library in Flagstaff Arizona.

Agenda approvals: Ms. Weber asked that the status of the library director applications be discussed during the meeting

I. CONSENT AGENDA

Ms. Nowell and Ms. Bulger asked for several grammatical corrections to the minutes. Ms. Mora will have Ms. Linder-Parkinson make those corrections. Mr. Tropila asked about the boiler costs on the income statement, the status of our reserves and for explanation of the deficit that we went into this fiscal year with. Ms. Mora explained that our reserves, with the exception of the cash reserves we are required to keep on hand to pay invoices throughout the year and monies set aside for roof replacement will be mostly depleted by the boiler project. Ms. DeForest asked if the boiler project will come in under budget. Ms. Mora stated that it most likely would not.

Mr. Tropila, referring to the Personnel Report on page 25 of the packet, asked how long Carmen Goodheart had worked at the library. Although it was stated in the meeting that she worked here for 3 years, she actually worked for a little over 2 years.

Ms. Bulger asked if our self-check statistics were where we expected them to be. Ms. Mora stated that we did not have any set expectations when they were put in. Some libraries see a use rate in the 90 percentile, but that can be due to requiring patrons to use them and not having staff available at desks to check items out. Ms. McIntyre stated that some patrons do not use them due to the locking cases on audiovisual materials which require staff assistance.

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

II. OPERATING VOUCHERS

Ms. DeForest inquired about the Wendt Agency donation for the bookmobile. Ms. Mora explained that we have a sign on the side of the bookmobile advertising Achieve Montana, an organization that is a client of the Wendt Agency. In return for the advertising, the library received \$675 which is dedicated to bookmobile expenses and/or materials. This is the second year we have partnered with Wendt and Achieve Montana.

Ms. DeForest pointed out that the Donations page indicated the DLT donations were for May. That should read November.

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

III. DIRECTOR'S REPORT

Ms. Mora stated that the 3-year revision of the Collection Development Policy was on the agenda for discussion and would be addressed later in the meeting.

Our new audiovisual shelving has again been delayed and is now due to ship on December 21. Ms. Mora explained where it would be placed and that it was needed because we are running out of space.

Ms. Mora stated that the part time Library Specialist position is currently being advertised and interviews for the full time Library Clerk position will be completed this week. The part time Custodian position will open in the next week or so.

Ms. Mora gave an update on the Foundation's annual Book-A-Thon fundraiser. As of December 13, 379 donors have contributed \$30,828. That is down from this time last year (427 donors and \$39,300), but last year was also an out of the ordinary year for the fundraiser.

IV. CHAIRMAN'S REPORT

Ms. Nowell reminded board members of the information she has distributed via email from the Pathfinder meeting regarding ideal trustee characteristics and job descriptions. Ms. Bulger stated that she found the information helpful. Ms. Whitney inquired when Ms. Nowell will leave the board (June 30, 2019) and suggested putting a discussion of possible candidates on a spring (March) meeting agenda. Ms. Nowell reminded the board that there was prior discussion of looking for a candidate with a library background as the board would be losing her experience in that area. Suggestions were made to ask staff and parents of young children about possible candidates and putting information about the board opening at the public desks and on the front door.

Ms. Nowell explained that she had asked the Human Resources office to scan and email her the applications for the Library Director position so she could distribute to the board.

V. BOARD REPORTS

Mr. Tropila stated that he had talked with the Montana Library Association's lobbyists regarding the State Aid to Public Libraries. In the last legislative session, funding was extended for 6 years with the first 2 years of funding suspended. Payments should resume with the 2019/2020 fiscal year.

Mr. Tropila stated he attended the staff and volunteer luncheon and the food was great as usual – especially the dessert table.

VI. OLD BUSINESS

Ms. Weber stated that the county had cut the library a check for \$97,000 which represents ½ of the county's annual support and also includes half of the additional one-time funding of \$17,000.

VII. NEW BUSINESS

There was discussion of the Collection Development Policy revision with board members pointing out various grammatical and/or spelling errors that needed correction.

There was also discussion of the 2 book sales that are held at the library and the difference between AAUW, Friends of the Great Falls Public Library and the Great Falls Public Library Foundation. Ms. Mora explained that AAUW is an independent entity that merely leases the space from the library. Both the Friends and the Foundation are in place to support the library financially through funding for special projects. Ms. Bulger inquired about what is done with left over books after the sales. Ms. Mora explained that they are offered to area non-profits, but unfortunately some do end up in the landfill.

There were questions on the weeding process which Ms. McIntyre responded to. Ms. DeForest asked if juvenile non-fiction would circulate better if it were located in the Kids' Place. Ms. McIntyre and Ms. Mora explained that there was no room in the Kids' Place and that having all reading levels on a topic located together gave patrons a choice without having to visit the Kids' Place or another area of the library.

Ms. Olson moved and Ms. Bulger seconded the motion to approve Collection Development Policy as presented and corrected. MOTION . . . passed unanimously.

VIII. PROPOSALS/COMMENTS FROM TRUSTEES

Ms. Weber thanked Ms. Mora for her service to the library and the community.

IX. PUBLIC COMMENT

None

X. ADJOURNMENT

Ms. Nowell adjourned the meeting at 5:27.