

**Great Falls Public Library  
Board of Trustees  
Tuesday, January 22, 2019  
Great Falls Public Library, Montana Room  
4:30 p.m.**

BOARD MEMBERS PRESENT: Ms. Dea Nowell, Ms. Sam DeForest, Ms. Anne Bulger and Mr. Mitch Tropila (On Phone)

BOARD MEMBERS ABSENT: Ms. Whitney Olson

EX OFFICIO BOARD MEMBERS PRESENT: None

STAFF PRESENT: Ms. Susie McIntyre Ms. Sara Linder-Parkinson and Mr. Triston Kanode

GUESTS PRESENT: Ms. Melissa Kinzler, City of Great Falls Fiscal Director, Ms. Kirsten Myre, City of Great Falls Budget Analyst, Ms. Jane Newmack, Great Falls Public Library Foundation Liaison, Ms. Jenn Rowell, The Electric, Paul Stephens

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

Mr. Kanode introduced himself to the Board and then left the meeting.

I. CONSENT AGENDA

Ms. Nowell pointed out on the Director's report on the previous minutes in the second paragraph it states that the shelves are due to shop and it should say ship. Ms. Linder-Parkinson will make the correction on this.

Mr. Tropila asked about page 15 where it shows the \$65,422.91 as negative and he was concerned that we were over that amount. Ms. Kinzler explained that this is positive and it is budgeted amounts versus actual amounts.

Ms. Bulger inquired about the volunteer statistics. She asked what the reason for the peak in May was. Ms. Linder-Parkinson verified that this was volunteers gearing up for summer reading. Ms. Bulger then asked if we would need more volunteers this year and Ms. Linder-Parkinson stated that we would and Ms. Bulger may know interested parties and will have them call.

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

II. OPERATING VOUCHERS

Ms. Linder-Parkinson handed out an updated sheet and she will send one to all board members that are not present. The spreadsheet was off a line and it needed to be corrected. Thank you to Ms. McIntyre for catching that mistake.

Mr. Tropila inquired if the amount for Ugrin was regarding what we went into Executive Session for previously. Ms. Linder-Parkinson replied that it was.

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

### III. DIRECTOR'S REPORT

Ms. McIntyre stated that the board was able to meet Mr. Kanode and we will have more new staff soon and she is pleased with all the new staff.

The boiler project is complete and all inspections have been completed. McKinstry and FICO will be monitoring and providing necessary support to staff as needed. There was a question about the status of the reserves and Ms. McIntyre did a spreadsheet but did not get it in the Board packet this time but will get it in next month's packet.

Ms. McIntyre went to the Foundation meeting and they approved the projects that we asked for. The list of items that was requested and approved are: \$20,000 for materials, \$3,800 for a carpet extractor and rugs, \$16,200 for a new book drop system, \$14,300 new computers for staff/patrons, and \$5,059 MontanaLibrary2Go. The book drops are going to be a big project and she appreciates all the hard work that Mr. Miller and Ms. Linder-Parkinson have done so far in assisting with it. To explain the computers we have asked for this so that we can get all computers on a rotating replacement schedule. Thank you to Ms. Kegel for all her work on getting this project done.

The new Audio Visual shelving is being installed on the first floor and we are beginning to take down the items on the new art display wall on the 2<sup>nd</sup> floor. The next step will be to get this area painted.

We held interviews for the Kids Place Library Specialist and Ms. Chelsea Hart will be starting the middle of next week. We are holding interviews for the Part Time Maintenance worker tomorrow and that will leave the Library Director position as the only one that we have open.

There was a question that Ms. Olson had asked about Stats/Trends and there are some spreadsheets on page 25 and 26 that show that they are coming back up. Ms. Bulger asked how she was feeling about the whole things and Ms. McIntyre stated that she was happy that it was up and this is a trend right now across the United States.

Ms. McIntyre stated that she knows that the Board was working on the Strategic Plan but she would prefer to push back the continued work on this project until there is a Director in the position permanently.

Ms. DeForest asked about the information from the staff minutes about the man that was sleeping in the staff room. Ms. McIntyre stated that this was a very scary event for a staff member and we hope that it does not happen again. The gentleman seemed to just be locked in the building and not realize that he could just leave. Ms. DeForest commented that it was concerning and Ms. McIntyre assured the Board that we are taking steps to make sure that we are checking but sometimes with the layout of the building it is difficult. Having a maintenance person that is working at night in the near future will be a huge help in providing another set of eyes when we are closing.

IV. CHAIRMAN'S REPORT

None

V. BOARD REPORTS

None

VI. OLD BUSINESS

Ms. Kinzler is here to present some budget information to the Board. Ms. Kinzler started with sending handouts around the table and Ms. Linder-Parkinson grabbed a copy for all Board members that were not present and will mail or hand them to them.

She stated that the total budget for the City of Great Falls was \$1069.3 Million and the General fund was \$31.9 Million. The Library receives money from Taxes/Transfer In, County, Fines and Forfeitures and Services. The Funding agreement between the Library and the City of Great Falls is that the Library would receive 7 mills and then in 2000 there was a special vote that the Library would receive another 2 mills. This is shown on the budget worksheet on lines 31101 to 31200 and they should total 9 mills.

It was asked when we receive the payments and Ms. Kinzler stated that the majority of the payment is in December and then again in June.

In 2017, the amounts were lower due to protested taxes and this matter is due to be heard in July of 2019.

Ms. Kinzler continued to explain the remainder line items and how they worked with the general fund and what portion of them the Library received.

Mr. Tropila asked about internal service charges and how they come up with the amount of the charges and do they ever change. He also wanted to know if these amounts are audited and Ms. Kinzler responded yes to all his questions. She also stated that each department sets the amount of the internal services charges and they are built into the budget.

She gave out a packet that was a pocket budget book and stated that all information should be correct except the budget calendar was for last year and would not be valid anymore. There should be a new budget calendar for this year being sent out soon.

VII. NEW BUSINESS

None

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

Mr. Tropila asked about the update on the Director position and Ms. Nowell stated that they are still working on scheduling.

## IX. GFPL FOUNDATION REPORT

Ms. Newmack advised that the Book A Thon is again a success and although the numbers are down it is not a significant drop. It will run until the end of March and then we should have some good final numbers.

There are plans for the coming year and it will include a review/audit in the future. The Foundation Board will be looking to fill two seats. They will be updating and working on their strategic plan.

It was asked how many are on the Foundation Board and Ms. Newmack replied that there were 12 members.

Mr. Tropila asked that Ms. Newmack pass on to the rest of the Foundation how grateful we are to have their support. He again stated thank you.

## X. PUBLIC COMMENT

Mr. Stephens was present and commented on the restriction of hours that the Library had and he felt that if we had just 2 people working that the Library could stay open until 10 pm like it was when he was younger. He felt that was a great need for the citizens of Great Falls to have more hours at the Library.

Mr. Stephens also wanted to talk about discarded / withdrawn books and how he believed that it was not right that they were removed merely because they had not circulated in the allotted time frame that we chose. He felt that a great deal of these books could be moved to the reference section and remain in the Library.

After Mr. Stephens had finished talking and left the meeting the Board felt that it would be important to look into adding time limits to public matters. Ms. Linder-Parkinson stated that she would contact the City Attorney and then have it put on the agenda under New Business next month. Ms. Kinzler thought that Ms. Kunz or Ms. Sexe would have information on this matter.

## XI. ADJOURNMENT

Ms. Nowell adjourned the meeting at 6:08.

Ms. Deforest moved and Ms. Bulger seconded the motion to adjourn the meeting. MOTION . . . passed unanimously.