

**Great Falls Public Library
Board of Trustees
May 28, 2019
Great Falls Public Library, Montana Room
4:30 p.m.**

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

BOARD MEMBERS ABSENT: None

EX OFFICIO BOARD MEMBERS PRESENT: Ms. Jane Weber and Mr. Owen Robinson

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

GUESTS PRESENT: Mr. Greg Doyon and Ms. Jenn Rowell

Ms. Nowell called the meeting to order at 4:35 pm.

I. AGENDA APPROVAL

The board approved the agenda as listed.

II. CONSENT AGENDA

Ms. Nowell stated that on page 2 under IV it should state a viable and after that it should say he instead of she. Ms. Linder-Parkinson will make the change.

It was pointed out that there was nothing listed on page 24 on the personnel report. This was a great thing for the month!

Mr. Tropila stated that the revenue looked well knowing we have payments still coming in for June. He knew that Calumet was protesting taxes and wondered if there were any other protests at this time. Ms. McIntyre stated that this was the biggest one that she knew of.

Ms. DeForest had a question on page 15 regarding the interest, account number 37110, and why it is so much more than what was budgeted. Ms. McIntyre replied that this was due to wonderful investments.

Ms. Bulger asked about the statistical reports that show total monthly patrons and noticed that in the summer it was higher and what would affect that. Ms. McIntyre stated that this is due to summer reading and that there were much lower numbers in February due to the cold. Ms. Bulger also asked about the volunteer statistics where there was a spike in hours. Ms. Linder-Parkinson replied that this was due to the preparation for summer reading.

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

III. OPERATING VOUCHERS

Ms. Olson inquired about the MLA Conference and where it was held. Ms. McIntyre said that we were able to send more people to the conference this year due to it being in Helena.

Ms. Bulger asked how the new boiler was working and Ms. McIntyre replied that it was working great. Ms. DeForest wondered if there was a reduction in bills that we had noticed and Ms. McIntyre stated that we had not noticed a change yet but that is not uncommon. Ms. Weber asked if there was an arrangement made with McKinstry that states if we do not meet the reduction numbers that they will pay us. Ms. McIntyre said that she would look into that.

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

IV. DIRECTOR'S REPORT

I am happy to announce that the new Collection Development Librarian is going to start on June 3, 2019. Her name is, Treva Higgins, and she will be coming to us from Dubois, Wyoming. She was here to visit and find housing and very excited to get started. We had very good applicants!

We are going to be recruiting for a Public Services Librarian. Cris Olguin left in May and we hope to have the position filled very soon. Ms. McIntyre will review the applications and then conduct interviews. At this time, Ms. Linder-Parkinson is doing the scheduling and Ms. McIntyre is handling supervising and other duties.

On May 24, 2019 we met with Mr. Doyon, Mr. Anderson, Ms. Kinzler and Ms. Myre regarding our annual budget for FY2020. There is a draft of the proposed budget and the materials budget in this board packet. If you notice on account number 33415 there is \$28,216.94 added in again. This is the money from the State that we have not received for the past 2 years but are expected to get back this year. If you look at the expenses you will see that 81% of the budget is payroll. The Union contracts are beginning their collective bargaining agreement discussions so that makes an impact as we had to speculate on increases. We also have increases because of insurance. You will see some changes on our tech services budget because we went to more pre-processing and so we moved the extra money to our copiers as they have replaced 90% of the printers in the building. We also moved some money from the Computer line to assist with the copiers as well. As Ms. Kegel should not have to purchase as many supplies for printers we felt this was a great way to spend that money. Ms. Kegel has worked hard on getting the copiers up and working well, so great job! Mr. Tropila asked about page 41 and the insurance on 48658. He wondered why it jumped up so high and what the reason was. Mr. Doyon stated that the City of Great Falls is in a Risk Management Pool and

that was just an increase in the property and liability rates this year. Mr. Tropila also inquired about the Calumet protest and how we will feel the effects of that. Ms. McIntyre stated that the effects will be felt all over the City because it is such a large amount that is being protested. There were budget questions asked about the money that we receive from the City and Mr. Doyon responded that the library received 9 mills and then the City has been providing with an additional amount. Ms. McIntyre pointed out on page 39 that these totals are listed on this sheet. Mr. Tropila inquired about the adopted revenue and why it does not match. Ms. McIntyre and Ms. Linder-Parkinson both stated that they would look further in to this to find out what the problem was. Ms. Olson asked about the professional services line and why it was so far over. Ms. McIntyre replied that there are several items paid out of this line and a few were not anticipated; the majority being snow removal and some legal costs that we did not foresee. Ms. Olson also asked about the claims and judgements line and it was explained that his was from the legal matter that we had discussed in executive session. Ms. McIntyre pointed out that on page 38 there was an overview of the materials budget. There are pie charts included that show the different types of check out from our collection. She stated that due to large book-a-thon numbers we will be carrying over a large amount of money from last year. Ms. McIntyre talked about Collection HQ and how it has helped with the weeding process and it helps keep things moving. We have done quite a few withdrawn books and then we sell a portion of them on the \$1 shelf. They don't all go there but what tends to move best is put out. We used to send books to Better World Books but it is labor intensive and there is the fact that the books lose value to others once they are stamped. Mr. Tropila thanked Ms. McIntyre for being so thorough with this information.

The board vacancy closed on May 15, 2019 and it is an agenda item to discuss later in the meeting. The candidate application is in your board packet.

The Friends of the Library book sale wrapped up and I hope that you got a chance to attend and look at the great selection of books. There was special surprise in the donations that came in. A first edition of "A River Runs Through It" by Norman McLean. This title sold for \$450 before the sale even started. The Friends book sale brought in about \$5500 and the proceeds will benefit the library.

As the Friends book sale wraps up the AAUW group is gearing up to start collecting books for their book sale that takes place in the fall. In addition to the lease payment that they make to use the book room they have historically made a donation to the Library in the spring. This year they made a \$1000 donation.

The summer reading program will begin in mid-June. Ms. McFadden and Ms. Hart have both been working diligently to put together an activity packed event for the kids for the summer. The event is being sponsored again this summer by Marshall Orthodontics.

V. CHAIRMAN'S REPORT

Ms. Nowell and Ms. McIntyre attended the Pathfinder Federation meeting on May 16, 2019. They reviewed the by-laws at the meeting. They are working on a proxy form in case the trustee is not able to attend. This would ensure that every trustees vote counts. The form would be found on the State Library website. With Ms. Nowell going off the board there will need to be a replacement for her on the Pathfinder Federation board.

Ms. Nowell had a flyer from the State Library that was from the Trust for MT Libraries. There was a \$20 challenge to all trustees to support the State Library.

The state aide that was previously not awarded to libraries is coming back this year.

The Public Awareness campaign is winding down.

There was training held on Aspen and on policy making.

Mr. Tropila thanked Ms. Nowell for attending the Pathfinder Federation meetings for all these years. Ms. Nowell replied that it was an enlightening experience that she enjoyed.

VI. BOARD REPORTS

Mr. Tropila was at the Mark Johnson talks and he felt that it was well attended. He did inquire about the trouble with the power point and wonder if it was on the speakers end or was it the libraries power point version. Ms. McIntyre stated that it is and Apple pc issue that did not jive but Ms. Richmond has a plan for future endeavors.

Ms. Bulger stated that she had been to a library in Austin, Texas and it was a beautiful building with thousands of patrons. It was quite impressive to see.

Ms. DeForest attended the gardening program and it was a fabulous program with a great presenter.

Ms. Bulger wanted Ms. McIntyre to know that the GrabNGo books were wonderful and she really enjoyed them.

Ms. Olson asked about Wowbrary and if it was going well and Ms. McIntyre said that it was and people really seem to be enjoying it.

Ms. Bulger asked about the spoof emails and if there were any problems because of it. Ms. McIntyre replied that Ms. Linder-Parkinson and Ms. Kegel received spoof emails from her and they caught it although they were asked to go and purchase gift cards for her. Glad that they talked to each other as it was an oddity.

VII. OLD BUSINESS

Ms. McIntyre stated that the strategic plan documents were on pages 31 to 37 and this was based on compiled information from the meeting with Ms. Cook. She divided the topics and grouped them together. She would like to get thoughts from the trustees. Ms. Nowell pointed out that there is not a July meeting so it should be moved to August. Mr. Tropila said that it he thought it looked good and Ms. Nowell agreed with that as well. Ms. McIntyre said that the next step was for her to gather information for the June meeting and look into the community needs analysis. In the green section on the strategic plan talks about gathering community feedback and quite a bit of this information has been gathered through other resources that we have access to. That part should not be very difficult but it will require us to compile data to make sure that we are meeting the community feedback requirements for the ELSA. Ms. Bulger asked if surveys were any better or more efficient and the response was that the last time they did surveys there was not a lot of input given that was pertinent. Ms. McIntyre asked the board if they would like her to continue moving forward with this process and Mr. Tropila and Ms. Bulger thought that was a good idea.

The time limits matter will again be tabled this month with hopes to talk about it at the next meeting.

VIII. NEW BUSINESS

There was an applicant for the open Board of Trustees position that is available. Mr. Tropila said that he was glad we pushed the date back and then Ms. McCord was able to get her paperwork in. She served on the Foundation board and is anxious to join the Board of Trustees.

Mr. Tropila moved and Ms. DeForest seconded the motion to recommend Ms. Susan McCord to the Great Falls City Commission for appointment to the Great Falls Public Library Board of Trustees. MOTION . . . passed unanimously.

IX. PROPOSALS/COMMENTS FROM TRUSTEES

Mr. Robinson commented about the base camp event that was held and that he was happy to see the Bookmobile there. It was very nice and the person that was working the event was delightful. Ms. McIntyre stated that she would let Ms. Richmond know and thanked him for the feedback.

X. GFPL FOUNDATION REPORT

None

XI. PUBLIC COMMENT

Mr. Doyon wanted to check in with the Board regarding Ms. McIntyre. He wanted to let the Board know that they had been meeting once a week and that has recently moved to every other week. He believes that this has been important for them to establish a rapport and a

relationship. He stated that it has been helpful in getting to know one another and he is pleased with what is happening so far. If any of the trustees have concerns please let Ms. Nowell or Mr. Doyon now. He talked a bit about the staffing level and about how it can be hard for new department heads to let go. He has great appreciation for her stepping in and stepping up and is also watching for burn out but has no concerns at this moment. He believes that they should talk at the 6 month mark in a closed session. This meeting was set for September 24, 2019 and it will not be a public meeting.

It was asked when the next Pathfinder meeting will be and Ms. Nowell stated it would take place on October 24, 2019.

XII. ADJOURNMENT

Ms. Nowell adjourned the meeting at 5:58.