

**Great Falls Public Library
Board of Trustees
April 23, 2019
Great Falls Public Library, Montana Room
4:30 p.m.**

BOARD MEMBERS PRESENT: Ms. Dea Nowell, Ms. Sam DeForest and Mr. Mitch Tropila

BOARD MEMBERS ABSENT: Ms. Anne Bulger and Ms. Whitney Olson

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

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

GUESTS PRESENT: Ms. Debbie Kuntz, Ms. Jenn Rowell and Ms. Tracy Cook, Montana State Library

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

I. AGENDA APPROVAL

The board approved the agenda as listed.

II. CONSENT AGENDA

Mr. Tropila asked about the \$1313 charge on page 18 of the income statement and what it was for. Ms. Linder-Parkinson replied that the majority of this was for snow removal.

Mr. Tropila inquired how the budget was for today and asked Ms. McIntyre how she felt about it. Ms. McIntyre replied that we should be at about 75% at the end of March and she is hopeful that the property taxes will come in. There are some protested that we are aware are not coming in which is a large amount but we should know more at the end of next month. Ms. Kinzler from Fiscal will guide us during the budget process, which will be helpful. Ms. Weber advised that we should be receiving the 2nd half of the County payment soon.

Ms. DeForest inquired about page 16 and account number 34316. Ms. Linder-Parkinson stated that this is for the parking lot and leased parking. Ms. DeForest asked about the cost of our leased parking. Ms. Linder-Parkinson advised that it was \$25 per month and it is presently full but one spot. Ms. Weber thought that this was a very reasonable price. Mr. Tropila asked when the last time that we looked at our rate and Ms. Weber advised that she would email out parking lot revenue data that is available.

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

III. OPERATING VOUCHERS

None

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

IV. DIRECTOR'S REPORT

Ms. McIntyre advised that we held interviews for the Collection Development Librarian and we have a viable candidate and they are checking references and doing the background at this time. We hope we will have more to report at the next meeting.

We are presently working on the Fiscal Year 2020 Budget and there will be workshops coming up to assist us. While going through the budget process she found that the major priorities she had to focus on were the ability to maintain staff and programs with the increases, repair the Air Handler in the basement as it is a health concern and add an additional part time staff member to be able to open on Mondays. We are also going to be going into negotiations for collective bargaining agreements. Approximately, 85% of the Library staff is covered by 2 different bargaining agreements. We will present the budget to Mr. Doyon on May 24, 2019. After that she will present the budget to the City Commission. She will be contacting Ms. Weber about setting up a time to present the budget to the County Commissioners as well. She is going to continue to work on the budget and make sure that the focus is meeting the needs of the community and the Library. Ms. Weber advised to plan on them continuing to contribute \$177,000 for next year. There was a brief conversation about the protested taxes by Calumet and how it will affect the Library. Ms. McIntyre stated that those taxes go into the general fund so it can have a very large impact on us until it is settled. This is something that she will continue to monitor.

Ms. McIntyre wanted to extend her thanks to the Great Falls Public Library Foundation for the Book-A-Thon money. Again, there was an amazing amount of funds raised and with the changes that were made it has really helped with staff time and what we are able to offer the community. The change that was made this year was the focus on if a bookplate is wanted or not and then they added the option for the donation to go to the greatest need of the Library for youth and young adult activities. There was an overwhelming response to being able to donate to the greatest need, with it receiving 55% of the funds. This allowed us some flexibility to utilize the monies for youth programming. This has had a huge positive impact on Technical Services and we are greatly appreciative.

On April 30, 2019 the vacancy listing for the Board of Trustees will close. As of today, there are no applications that have been turned in. Ms. McIntyre asked if they would like to extend the application deadline and it was agreed that May 15, 2019 would be a great closure date. That

would allow the applications to be included when the board packet is mailed out next. Mr. Tropila stated that he was working with the Foundation to try to recruit members.

We sent several staff to the Montana Library Association Conference. The ability to have them attend this training was made possible by the Foundation and we are very appreciative of this. Ms. McIntyre wanted to also point out that she was very appreciative of the staff that stepped up so that we could have so many attend. Great job team!

As you all know, when this meeting concludes we will be having Strategic Planning Training with Ms. Cook from the State Library.

Mr. Tropila asked Ms. McIntyre how things were going so far. She replied that it was going well in her opinion and she is anxious and excited to get the Collection Development Librarian on board. She has been holding weekly meetings with Mr. Doyon and is attending the Department Head Meetings and getting to know them all.

Recently we installed a new program on the 2nd floor computers for staff and patrons called, Papercut. This program allows for the computers to print to the copiers; which will allow us to spend less on toner for printers. This has been a challenging transition but the staff is working hard to get through it. Ultimately, we should be saving money on printing and utilizing the copiers for more options.

V. CHAIRMAN'S REPORT

Ms. Nowell reported that the spring Pathfinder meeting is May 16, 2019 and this will be her last meeting. There will need to be a new representative selected to attend the meeting by October. The meetings are held every May and October and are an all-day event. Customarily the Director and Board representative ride to the meetings together in the Library Van.

VI. BOARD REPORTS

Mr. Tropila shared information about Ms. Mora being awarded the lifetime membership to the Montana Library Association. What a great honor for her. Ms. Linder-Parkinson said that she picked up the award plaque today and was very humbled by the award.

VII. OLD BUSINESS

Mr. Tropila expressed his appreciation for the notes from the discussion with staff about the Strategic Plan. He found this information to be very helpful so he knew the direction that the staff wanted to see things go.

Mr. Tropila asked what kind of feedback we have received on Wowbrary. Ms. McIntyre said we had a soft launch and there was a good reception from staff and patrons. This requires minimum staff time which is a great change.

Ms. DeForest asked a question on page 59 regarding opening on Mondays and closing on Sundays. Ms. McIntyre stated that being open on Sundays can often times be problematic with holidays and time off. When we have a holiday that falls on a Monday we move the day off to another day as we are not open on Mondays. When that happens we then have to adjust all staff that does not work that day to another day so that they get their paid holiday off. There are also days like, Easter, when we close and staff then has to make up the time or take vacation. There also has not been as much patron traffic on Sundays as there was previously. The majority of the staff that works on Sunday is using an 8 hour shift to cover the 4 hour opening and that also seems like it is not the best utilization of our hours. Mr. Tropila wondered how it would work trading a half day for a full day. Ms. McIntyre stated that this is still something that is in process but there has been a positive response to the suggestion.

Ms. DeForest inquired about the staff ideas on page 60. The idea about building relationships with the colleges, what are they meaning. Ms. McIntyre stated that we would like to bring more awareness to the colleges about what the Library offers and market to them. Ms. McIntyre advised that we were talking about ways that we can serve the community as a whole and places that we can focus our attention on. There are so many ideas and we will have to decide what we can obtain and what we just can't do at this time.

Ms. DeForest asked if Montana Library2Go is the biggest area that we have users. Ms. McIntyre stated that statistically that is what the numbers show us. Ms. DeForest wondered what would happen if we provided them with more funds. Ms. McIntyre explained that we are a consortium so we may give them more money but if others don't it won't change much. She also stated that there would be a 5% increase to us on the Montana Library2Go budget this year.

The discussion on implementation of the strategic plan and the discussion on implementing time limits for public comments will be tabled to be discussed at the next meeting.

VIII. NEW BUSINESS

None

IX. PROPOSALS/COMMENTS FROM TRUSTEES

Mr. Robinson wanted to pass along how much he really likes the Wowbrary newsletter. Ms. McIntyre stated that with our previous newsletter there was a 2% open rate on the emails. This is much less staff intensive and more attention grabbing. Ms. Nowell asked if it is reaching more people and Ms. McIntyre replied that it was ramping up and we have signed quite a few patrons up as well. Ms. Nowell asked if there was an extra computer show it because she thinks being able to see it will help get the word out. Ms. McIntyre replied that we are putting it on the digital sign in the lobby and Ms. DeForest thought that would be really helpful.

X. GFPL FOUNDATION REPORT

Ms. Kuntz reported that the spring newsletter had a very nice article on the Bookmobile.

At the April 22, 2019 meeting they talked about the Book-A-Thon donations and how it was smaller donation amounts but the same number of donors. They are going to be looking at their active donors list and promoting certain projects to them. They have been talking about some great ideas for the Bookmobile and for Festival of the Book next year.

Ms. Weber stated that she was glad Ms. Kuntz was back after a couple month hiatus.

XI. PUBLIC COMMENT

Ms. Nowell expressed appreciation for Ms. Rowell and all the reporting that she does.

XII. ADJOURNMENT

Ms. Nowell adjourned the meeting at 5:20.