

**Great Falls Public Library  
Board of Trustees  
Monday, June 25, 2012  
4:30 p.m.**

BOARD MEMBERS PRESENT: Ms. Judy Riesenberg, Ms. Dea Nowell, Ms. Mary Brinkley, and Mr. Mitch Tropila

BOARD MEMBERS ABSENT: None.

STAFF PRESENT: Ms. Kathy Mora and Ms. Korri Shupe.

GUESTS PRESENT: None.

Ms. Riesenberg called the meeting to order at 4:30 p.m.

**I. CONSENT ITEMS**

Ms. Nowell questioned the negatives/positives on the Revenue Report. Ms. Mora explained the large negative amount was due to Fiscal Service unintentionally doubling our funds and they had to pull it out to add it to the appropriate department. Mr. Tropila questioned if this had happened to any other departments in the City. Ms. Mora informed him we don't have access to other departments revenue reports so we don't know.

Ms. Nowell asked if we have found out anymore about the budget. Ms. Mora answered her that our mills are the same as in the past but it's reported differently. Mr. Tropila recommended we watch our revenue reports closely. Ms. Riesenberg question if the City would restrict funding due to our Foundation revenues. Ms. Mora didn't think that would have any bearing on our budget because the City is aware that a large portion of the Foundation funds are restricted.

Ms. Nowell asked if we re-hired Richard Teague. Ms. Mora explained we did re-hire him after his other full-time job did not work out.

Ms. Riesenberg asked why the Volunteer Stats are down currently. Ms. Shupe explained that in the past we have had two Experienced Works workers and we don't have any right now, and also we aren't using volunteers for the Summer Reading Program to claim prizes this year.

Ms. Mora pointed out our web page usage has had a large jump in usage.

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

**II. OPERATING VOUCHERS**

Ms. Brinkley commented on how expensive the energy costs are to operate such a large building. Mr. Tropila asked about the outcome of the Energy Savings Audit that was conducted at the library. Ms. Mora explained that it is complete and there are some very large ticket items such as upgrading the boiler but there are some smaller items that we might be able to accomplish such

as automatic lights in the bathrooms and other rooms in the building that if not occupied they would turn off.

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

### III. DIRECTOR'S REPORT

Ms. Mora began by reporting we began circulating the 12 laptop computers on Monday, June 18. We checked out 5 the first day and expect to see the use increase as people become more aware of the service.

Ms. Mora discussed the report on the courier service for in-state ILL. Currently, the courier service is more costly than the mail. There is LSTA funds to help other libraries in-state join the courier service and that will help bring down the costs. Mr. Tropila asked if the courier service was faster than mail service. It is not because the courier service only comes 3 times per week. We will continue to monitor the cost of the courier program closely.

The Summer Reading Program has started with programs for children, young adults and adults. This year the children's grand prize is a bike, which was donated by the Masonic Lodges of Great Falls. Young adult prizes include iTunes cards and the adult prizes include free parking at the library and a Sony ereader.

We will be upgrading our SirsiDynix library system on Thursday, July 26. The upgrade will put us on the most recent version of the software. Staff and the public will not be able to access the software during the upgrade. The upgrade will begin at 8:00 a.m. and will take about 4 hours to complete.

The Friends of the Library had a very successful book sale this year, bringing in \$3281.12, which is about \$700 more than last year. The Friends have approved funding the library in the amount of \$2375 for the following: summer reading prizes, books, email newsletter subscription costs, book cart, portable DVD players for in house circulation, and funding for the summer music series and the MT Repertory production in the fall.

We have received 2 applications for the vacant board position. The board agreed that both were very qualified but recommended Mr. Torgenson. Ms. Mora will forward the recommendation to the City Commission and at the July 3<sup>rd</sup> meeting they will appoint a new member along with the re-appointment of Mr. Brinkley for another term.

There will not be a board meeting in July.

On July 11<sup>th</sup> the library board members will be meeting to evaluate Ms. Mora.

### IV. CHAIRMAN'S REPORT

Ms. Riesenbergh reported she attended the Library Foundation meeting and they have added one new member to help recruit new donors for the Book-a-thon. Fred Hashley has resigned and Gail Carter, Susan McCord, Mary Lehman and Karen Riff have joined the Foundation board. Ms. Mora said she would email our library board a new Foundation Board member listing.

Ms. Riesenbergr reports the Foundation is still planning on the new fundraising event of the Radical Reels.

Ms. Riesenbergr noted a correction to two press releases one on page 41 the presenter's name is misspelled and on page 49 the title should read Library Foundation Board of Trustees Meeting Change.

Ms. Riesenbergr commented on the good coverage we received in the Great Falls Tribune and the nice thank yous we received from various patrons.

## V. BOARD REPORTS

Mr. Tropila asked about some notes in the partial staff minutes; page 28 partial under Judy: Technical service staff is paying close attention to the remaining book budget. Is this a change? Ms. Mora said no they were just reporting with the budget close to the end of the year they are watching it.

Also, page 30 asked about Carol Birckhead using the MT Room and if she needed to sign a contract? Ms. Mora explained Carol Birckhead is a very active volunteer but staff was just verifying she needed to sign a contract to rent the MT Room and she does need to sign a contract.

Ms. Brinkley asked if there has been any more discussion or clarification of the "trespassing" issue (on page 30 of the packet). Ms. Mora has not had any further clarification on it but will be discussing it further. We can still expel for disciplinary but not permanently.

## VI. OLD BUSINESS

None.

## VII. NEW BUSINESS

Ms. Nowell moved and Ms. Brinkley seconded the motion to approve the Computer and Software Use Policy as presented. MOTION . . . passed unanimously.

Mr. Tropila moved and Ms. Brinkley seconded the motion to approve the Credit Card Policy as presented. MOTION . . . passed unanimously.

Ms. Brinkley moved and Ms. Nowell seconded the motion to approve the Public Participation Policy as presented. MOTION.....passed unanimously.

Ms. Nowell moved and Mr. Tropila seconded the motion to approve the Reporting Illness or Tardiness Policy as presented. MOTION . . . passed unanimously.

Mr. Tropila moved and Ms. Brinkley seconded the motion to approve the Volunteers Policy as presented. MOTION . . . passed unanimously.

## VIII. PROPOSALS FROM TRUSTEES

None.

IX. PROPOSALS FROM OTHERS

None.

X. ADJORNMENT

Adjournment at 5:10 p.m.