

**Great Falls Public Library
Board of Trustees
Tuesday, August 18, 2015
4:30 p.m.**

BOARD MEMBERS PRESENT: Ms. Judy Riesenber, Ms. Mary Ellen Kropp, Ms. Dea Nowell and Mr. Mitch Tropila

BOARD MEMBERS ABSENT: Ms. Mary Brinkley

STAFF PRESENT: Ms. Kathy Mora and Ms. Gwen Carter

GUESTS PRESENT: Jennifer Rowell, Great Falls Tribune, Ms. Mary Lehman, Library Foundation, Bob Kelly, City Commissioner, Richard Liebert, and Brad Livingston

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

I. CONSENT ITEMS

Ms. Nowell had a clarification on the June board minutes. She requested the paragraph under BOARD REPORTS read as follows:

Ms. Nowell attended the last Pathfinder Federation Meeting. The Federations help bring money to in-state libraries to support continuing education and other library resources. The Federations are comprised of a member from every library board in the state. They are the only voting members, although all libraries have the directors attend the meetings also. The Pathfinder Federation has been without a chair for over a year but Ms. Nowell is now the chairman of it. At the fall meeting they will review their plan of service to see if there is a need to update it. The money for the libraries that the federations manage and distribute to the libraries is from the State's Coal Severance Tax.

Ms. Riesenber noted on page 1 of the minutes the last sentence in the paragraph under CONSENT ITEMS should read than in lieu of then. In the same paragraph, it was determined that Ms. Nowell had questions on the Income Statement not Ms. Kropp as written.

Mr. Tropila asked if the last line on page 21 meant the library had a deficit of \$15,823 for the last fiscal year. Ms. Mora stated this was a deficit and due, mostly, to decreased estimated revenues from taxes. She referred to page 18, line 31101. Our expenses came in under budget.

Ms. Nowell asked about off street parking to which Ms. Mora responded we receive one-half of the monies generated from the library parking lot.

Mr. Tropila questioned Mr. Kelly regarding the internal service charges from the City of Great Falls. He commented a large amount of library taxpayer money was going to these charges. His

main questions were if the charges were ever audited and were the charges commensurate with the fees. Mr. Kelly did not have that information available at the meeting but later followed up with Mr. Tropila.

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

II. OPERATING VOUCHERS

Mr. Tropila gave a “shout out” to Korri for the itemization of the MasterCard purchases. He asked about the ProQuest charge to which Ms. Mora responded this was our charge for the Index to the Great Falls Tribune. The credit on page 31 was due to it being charged to the wrong account. Mr. Tropila wondered about the \$36,437 payment to City Service Charges. Ms. Mora informed the board some of the charges are made up front each year.

Ms. Riesenbergh noted the misspelling of Joel Corda on page 33. Corda is the correct spelling, not Korda as written.

Mr. Tropila asked about the payment to SIRSI of \$27,762. Ms. Mora explained this was our yearly charge for maintenance for our main computer.

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

III. DIRECTOR’S REPORT

Ms. Mora explained the \$50,000 donation from the Emma Toman Estate was to be used to improve the Montana room or for equipment supporting historical research. In compliance with the use of these funds, we are requesting board approval to purchase a shelving unit for the Montana Room in the amount of \$1763 and a microfilm reader scanner for approximately \$12,000. This action item will be covered under New Business.

Susie McIntyre is reaching out to the garden community to see if there is an interest in the library having a seed library. We would provide space and cataloging. A partner from the community would organize the library. Ms. Mora stated other libraries in the state have successful seed libraries. The board responded favorably to this idea.

Ms. Mora stated James, the apartment manager of the apartments located behind the library, approached her regarding vandalism and theft by people on library premises after hours. It was decided to decrease the Wi-Fi availability and turn it off at night. She has also requested of Chief Bowen that the night patrol police officer drive by the park when possible.

On August 4th, the Friends of the Library hosted a picnic celebrating the library's 125 years of service to Great Falls community. There were 220 people in attendance. The Wilbur Rehman Group played music starting at 7:00 p.m.

The front walkway has been repaired and sealed. There is a cement lip where the walkway meets the sidewalk that is causing a tripping hazard. She has requested a contractor come to offer advice.

Due to new construction and property reappraisals, she was informed an additional \$107,000 in tax revenue will be available for the library. Ms. Mora recommends we use \$26,000 of this additional revenue to open the library on Sundays. She did not want to earmark any of the remaining funds until the revenue payment in December comes.

IV. CHAIRMAN'S REPORT

Ms. Riesenbergl read a letter to the board from Mr. Richard Liebert in support of the library. He stated a need for the community to have the library open more hours. Mr. Liebert is the chair of CCE (Citizens for Clean Energy). Ms. Riesenbergl expressed her appreciation for the support and reviewed the library uses volunteers, and agreed the library needs more open hours for public availability and to comply with state standards of being open 50 hours per week.

V. BOARD REPORTS

Mr. Tropila attended the book tasting party organized by Ms. McIntyre and Ms. Stewart. He explained patrons would check out a book that was wrapped up. The patron didn't know what book they were getting but would read it and then discuss it with a group. He stated approximately 40 people attended. Hats off to Ms. McIntyre and Ms. Stewart for the success of this party.

VI. OLD BUSINESS

None.

VII. NEW BUSINESS

In response to questions, Ms. Mora stated Sunday openings would be October through May from 1 p.m. to 5 p.m. These time and hours are the same as in previous years. Some discussion ensued regarding reserves and Mr. Tropila asked for clarification from the July 21st partial staff minutes. Ms. Mora reviewed the intended use of the \$400,000 in reserves. First, according to the city budget resolution we are required to have 17% of our budget for cash flow until taxes are collected and distributed. This cash flow amount for the library is \$217, 970. Second, of the reserve amount, \$115,000 is restricted for capital improvements. The remaining amount is to meet unexpected expenses.

Mr. Tropila stated spending \$26,000 to open Sunday to meet the State requirements is a good idea. Ms. Riesenberg said she hears from people in the community how they like the library open Sundays. Ms. Nowell felt more comfortable the money to open Sundays will come from the mil payment and not reserves. She then questioned Mr. Kelly why the city advised the library to not balance the library budget in 2014-15 with reserve money yet then advised the library to use reserve money to reopen on Sundays for the 2015-16 budget. Mr. Kelly said that was a good question he could not answer but wondered if it had to do with the roof repair costing less than anticipated. He spoke about a joint meeting between the City Commissioners and the Library Board members in the future and encouraged Ms. Nowell to bring the question to that meeting. He stated it is up to the City Commission to help the library as much as possible. After discussion, Ms. Nowell moved and Mr. Tropila seconded a motion to approve funding to open Sundays as in the past using extra money coming in from tax revenue. MOTION . . . passed unanimously.

Mr. Tropila moved and Ms. Kropp seconded the motion to approve expending Toman funds for a reader/printer and shelving as presented. MOTION . . . passed unanimously.

VIII. PROPOSALS FROM TRUSTEES

None.

IX. PUBLIC COMMENT

Mr. Liebert expressed his support for the library and thought it was wonderful we were looking into a seed library. He stated Mr. Ken Robison worked hard on the 125th anniversary of the library. He also distributed several forms for the board to review.

Mr. Livingston encouraged the library to purchase credit card equipment to encourage donations. Ms. Mora did let him know the Library Foundation is looking into this.

Ms. Riesenberg mentioned the upcoming Foundation potluck hosted by Ms. Lehman.

Mr. Tropila thanked the guests for attending the meeting. He noted in his five years and Ms. Riesenberg's stated in her nine years on the board they had never known a city commissioner to attend.

X. ADJOURNMENT

Ms. Riesenberg adjourned the meeting at 5:10 p.m.