

**Great Falls Public Library
Board of Trustees
Tuesday, May 17, 2016
Great Falls Public Library, Montana Room
4:30 p.m.**

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

BOARD MEMBERS ABSENT: Ms. Judy Riesenber

STAFF PRESENT: Ms. Kathy Mora, Ms. Sara Linder-Parkinson

GUESTS PRESENT: Ms. Mary Lehman

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

I. CONSENT ITEMS

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

II. OPERATING VOUCHERS

Mr. Tropila asked about the Revenue/Budget process and if it seems to be going smoothly. Ms. Mora advised it is and we are ahead of projections because of the property mill value increase.

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

III. DIRECTOR'S REPORT

Ms. Mora introduced Sara Linder-Parkinson, new Administrative Assistant, to the board.

The silent auction was mentioned and it was a big success. It brought in \$1741.55 in revenue. A discussion on usage of these monies is still being held.

Ms. Mora talked about the WordMeister Contest and congratulated the Great Falls Public Library Foundation team on their win. She said that this event was very fun and there were some great teams participating.

Ms. Mora advised that Jane Weber, Cascade County Commissioner, would begin attending the Board Meetings in the future. There was a scheduling conflict today but after that she will be able to attend as her schedule permits.

Ms. Mora talked a little more about the property mill value increase and that we are \$31,000 over on Revenue. One big area on the budget expenses that increased was internal service fees. This increase was due to the service fees were going to be based on number of employees now, not the number of FTE's like before. Some of the savings also come from savings on wages from retirements versus new hires. Mr. Tropila stated that internal service fees were discussed in meetings and Mr. Doyon did mention it was a new process. While talking about this issue there was a question about a cell phone charge and who had cell phones for the Library. The line item was from when the Library paid for a cell phone for the BookMobile.

Ms. Mora made everyone aware that Friends of the Library are having their book sale this week and the schedule is in your board packet.

Ms. Judy Ellinghausen, Library Tech Services Supervisor has put in her retirement date and her last day will be on 06/30/16. Ms. Mora advised the board that she will have about 10 weeks of paid time off from her sick and vacation accruals. Ms. Mora is looking at asking Mr. Jeff Savage to step in to assist Tech Services. This would be a part time / temporary solution if Mr. Savage accepts.

Ms. Mora reported that Ms. Tena Cobb has not yet begun to order books and she will not until after Summer Reading Program is over. It will make it easier since Summer Reading is the main focus right now in the Kids' Place.

Ms. Mora sent out an email in regards to scheduling the second planning session with Mr. Mark Willmarth. Please fill out the poll about what date will work best for you.

The board position has been posted as Ms. Judy Riesenberg is going to be going off the board the end of June and the deadline for applications is June 3, 2016.

Ms. Mora updated the board on the budget process and advised that meetings with Mr. Doyon were underway and we had met with him this week. It was a quick meeting and Ms. Mora advised that she did request that we reinstate Mondays being open. She made this formal request to Mr. Doyon and at this time is under consideration however, it is too early in the process to have a definitive answer. A request for some travel money was also made at that time. The remainder of the process will be that the City Manager meets with departments and crunches numbers and then possibly another meeting in June. If the proposals for Mondays does not work out what is the plan? Ms. Mora advised that we would continue the hours of operation as they are currently in place.

Mr. Tropila asked about the Reserve Fund Balance. Ms. Mora stated that as of June 30, 2016 the reserve will be approximately \$400,000.00.

Ms. Mora advised that there is a reception for Ms. Jenn Reichelt tonight at the Civic Center as she will be leaving the City of Great Falls and moving out of state.

IV. CHAIRMAN'S REPORT

None

V. BOARD REPORTS

Ms. Brinkley had a question about the letter on page 45, a letter from a young library patron. Was he reprimanded by the library staff? Ms. Mora stated no, but perhaps by the parents and the fine was paid. Ms. Nowell asked if the fine prevented him from being able to check books out. Ms. Mora advised yes it did.

Mr. Tropila brought up page 53, which was also a newspaper article, and it was very well written and great article.

The Kids Place computer is back and it was asked what the problem with it was. Ms. Mora stated that it was a bad port and not anything from abuse.

Ms. Brinkley asked Ms. Mora what she talked about with the PEO Chapter? Ms. Mora responded the presentation was about the history of the library.

Ms. Brinkley also asked about the Foundation donation for John Elmer Smith and she was advised that this is a yearly donation that is made for Western Books.

Ms. Nowell asked for clarification on Dorothy Lampen Thompson Trust on page 46. Ms. Mora stated that this is a Remainder Trust and part of it has been held back as there have been 2 living relatives. The letter explains that they will receive the portion of those monies until they pass and then the Trust will receive the remainder of the monies.

VI. OLD BUSINESS

Ms. Brinkley asked if there was any new information on the mural for the front of the building and Ms. Mora had some mock pictures of what it might look like. The muralist has not done anything in color and does prefer to work with black and whites. One of the problems at this point is the tree. The muralist is concerned that they cannot get behind the tree to paint. If we were to trim the tree and keep it the cost would be \$800 and if we were to remove it the cost would be \$1000. The City Forester said that the tree is healthy and it is too large to transplant elsewhere. All present board members noted concern in removing the tree and would prefer to see it trimmed and stay. The idea for the mural in using the 2 end panels with pictures of locations in Great Falls was the best liked. One idea was to possibly use a picture of the stack and Ms. Mora asked Mr. Tropila if he would contact Terry Miller from the Black Eagle Civic Club to discuss a possible idea. Please continue to think of ideas for the murals.

VII. NEW BUSINESS

Ms. Mora brought up that a parent that comes to Story time approached Ms. Cobb about her daughter, who is an art student at CMR High School, and her classmates would be interested in renovating the Kids Place. This would be a good partnership and the parent was advised to have the instructor for the class contact Ms. Mora so that we can work on getting a proposal, a mock up and talk about funding for the project. Ms. Nowell and Mr. Tropila like the idea as well. Mr. Tropila suggested that we possibly open it up and ask for more volunteers and/or ideas.

VIII. PROPOSALS FROM TRUSTEES

None

IX. PUBLIC COMMENT

None

X. ADJOURNMENT

Ms. Nowell adjourned the meeting at 5:13.