

**Great Falls Public Library  
Board of Trustees  
Tuesday, October 18, 2016  
Great Falls Public Library, Montana Room  
4:30 p.m.**

BOARD MEMBERS PRESENT: Mr. Mitch Tropila, Ms. Mary Ellen Kropp and Ms. Jane West

EX OFFICIO BOARD MEMBERS PRESENT: None

BOARD MEMBERS ABSENT: Ms. Dea Nowell and Ms. Mary Brinkley

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

GUESTS PRESENT: Ms. Mary Lehman

Mr. Tropila called the meeting to order at 4:35 p.m.

Agenda approvals: Correction to the Minutes in the Board Packet for October. On page 4, paragraph 2 it should read that Ms. Mora advised that they would be checking...not Ms. Nowell.

I. CONSENT ITEMS

Mr. Tropila asked if the resignation of Mr. Jeff Savage was something that we had expected and Ms. Mora answered that it was as he was a temporary fill in position between when Ms. Ellinghausen left until Ms. McIntyre started in Tech Services.

Ms. Kropp moved and Ms. West seconded the motion to approve the consent items as presented. MOTION . . . passed unanimously.

II. OPERATING VOUCHERS

Mr. Tropila asked about the -\$342.91 that was reported under EBSCO and what was that for. Ms. Mora responded that it was an overpayment that was made. Mr. Tropila asked how this was caught and Ms. Mora stated that Ms. Linder-Parkinson caught it when going through paperwork.

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

III. DIRECTOR'S REPORT

Ms. Mora stated that the deadline for the Youth Services Librarian has passed and we have 5 applications and are looking forward to set up interviews. Mr. Tropila asked how the

applications looked and Ms. Mora stated that there were a couple viable applicants and that 2 had their master's degree.

Ms. Mora stated that the new Public Services Librarian will be in town on the week of October 17, 2016 to locate housing. She will start working on November 15, 2016. We are very excited about this change. She will be overseeing both the Circulation and the Information Services desks.

The Kids' Place painting project is complete so please stop down and look at it; it is very bright and cheerful. We did receive some monies from the United Way thru the Foundation and we are looking at purchasing interchangeable artwork for the walls. Ms. Lehman suggested contacting the College of Technology art department as they did some work for the Foundation and did an amazing job. Ms. Kropp asked if we were going to be doing it on our own or still working with the school. Ms. Mora stated that we may work with the school as some point but not at this time.

The Foundation Board has talked about possibly leasing the office at the end of the hallway on the 3<sup>rd</sup> floor at the Library. This would work well for us as well as the Foundation. Ms. Lehman stated that they would love to have a place to go to meet. Mr. Tropila asked when this may happen and was answered by Ms. Lehman that they were not sure yet but hopefully soon. Mr. Tropila said this would be a win / win situation and please pass on to the Foundation board that he thinks this is a great idea.

There has been an ongoing problem with the generator on the Bookmobile. At this time, the City shops are looking into the cost of converting it from a diesel generator to a gas generator. They will be getting us quotes and we hope to have them in a week or two. Ms. Kropp asked what all the generator runs. Ms. Mora answered lights, computer, air conditioning and heat in the winter. They are also going to look at rerouting the exhaust as well.

Ms. Mora said that there would be talk about the Internet Use Policy revision later in the meeting.

On November 15, 2016 the City Commission will be meeting with the Library Board as well as the Foundation Board in the Cordingley Room. Ms. Lehman said there would be Foundation Board members there. Ms. Mora asked if she needed to contact anyone else. Ms. Lehman stated that she is the spokesperson but if Ms. Mora wanted she could call Mr. Grout with more information. Mr. Tropila suggested that Ms. Mora call Ms. Nowell to get in touch with Mr. Grout to discuss. At the meeting, we will discuss programs, activities, budget issues and planning sessions. Mr. Tropila also suggested that perhaps she could meet with Ms. Nowell and Mr. Grout beforehand. Ms. Lehman said if the foundation has any comments then we can coordinate at that time. Mr. Tropila said that Ms. Nowell may be able to give each of us something to talk about during the meeting. Ms. Mora expressed that Mr. Kelly talked about having a tour and that may make the schedule a little tight. Ms. Mora suggested moving the November Board meeting to 4:15 pm to allow for extra time. All members agreed on this. Ms.

Mora will send a query about this to Ms. Nowell and Ms. Brinkley. Mr. Tropila also said if it does not work that night maybe we can schedule a tour for a different time.

The planning meeting with Mr. Willmarth is November 14, 2016 at 5:30 pm.

#### IV. CHAIRMAN'S REPORT

Mr. Tropila reported that the planning sessions with Mr. Willmarth are going great.

The AAUW book sale starts tomorrow so Mr. Tropila encouraged everyone to drop in.

Mr. Tropila said to pop your head into the Kids' Place and look around. It looks great.

Mr. Tropila said thank you to the Foundation for the mural. Ms. Lehman said that the Foundation is very pleased with the mural. She also stated that they hope there is a dedication at some point and to thank donors. This money was to be used for capital improvements and not Library operations. Ms. Kropp said that would help explain to people why we spent the money the way that we did. Ms. Mora stated that an interesting side to the mural going up was that Ms. Norma Ashby got in touch with the artist and is hoping to get a Paris Gibson mural next. It will possibly be on the side of Park Manor. Mr. Tropila said that our location was perfect. Ms. Kropp stated that she loved the way that it fits in like it is meant to be there. Ms. West could not believe how quick the whole process was.

Mr. Tropila said thank you to Ms. Linder-Parkinson for working on the tills and copy machines to get things straightened out as stated on page 27. Good job!

Mr. Tropila asked about the Marlene Gitts estate. Ms. Lehman stated that at the next meeting she will have more information. Ms. Andre is researching the information and trying to get clear answers.

#### V. BOARD REPORTS

None

#### VI. OLD BUSINESS

Ms. Mora will be attending the Fall Federation meeting with Ms. West. Ms. West wanted to touch base about the trip. Should we be meeting here? Ms. Mora stated that we would meet here at the Library at 8:30 am and then take the Library van to the meeting. Mr. Tropila thanked Ms. West again for stepping in and going. Ms. West asked how long they would be gone and Ms. Mora replied that it would not run longer than 3:00 pm.

#### VII. NEW BUSINESS

Ms. Mora brought up the Internet Use Policy and stated that this is not a change in policy or practice. This is a change in wording and making sure that the language was clear as to what is against the law. She also updated the information about the floppy drive and added the information about having to use headphones to listen to the computer. Mr. Tropila asked if there were any questions and there were not. Ms. Kropp moved that the Great Falls Public Library Board of Trustees approve the Internet Use Policy as presented and Ms. West Seconded. MOTION . . . passed unanimously.

VIII. PROPOSALS FROM TRUSTEES

None

IX. PUBLIC COMMENT

None

X. ADJOURNMENT

Mr. Tropila adjourned the meeting at 5:03.