

**Great Falls Public Library
Board of Trustees
Tuesday, September 20, 2016
Great Falls Public Library, Montana Room
4:30 p.m.**

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

EX OFFICIO BOARD MEMBERS PRESENT: Mr. Bob Kelly

BOARD MEMBERS ABSENT: Ms. Jane Weber

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

GUESTS PRESENT: None

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

Agenda approvals: Ms. Mora introduced Ms. West and welcomed her to the meeting.

I. CONSENT ITEMS

Ms. Nowell stated that there was a correction to be made on page 5, second paragraph, the date for the Fall Federation meeting is on October 27, 2016 at the same time listed.

Ms. Nowell also stated that on page 2 under Operating Vouchers it was actually Ms. Kropp that moved to approve the Operating Vouchers not Ms. Nowell. Ms. Linder-Parkinson will correct this matter.

Mr. Tropila had a question for Ms. Mora on page 15 and 16, nothing really stuck out to him is there anything that Ms. Mora felt that the board should be aware of. Ms. Mora answered no that everything is normal at this point. We normally run in the red, using the reserves, until payments come in.

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

II. OPERATING VOUCHERS

Mr. Tropila commented that he liked how Ms. Linder-Parkinson cleaned up the vendor sheet. It's much easier to look at. Good job Ms. Linder-Parkinson.

Ms. Brinkley asked who Center Point is. Ms. Mora replied that they are a publisher that we use.

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

III. DIRECTOR'S REPORT

Ms. Mora started out by telling us that the Kids' Place Library Specialist position has been filled and Ms. Carmen Goodheart has accepted and will start working on September 29, 2016.

Ms. Mora advised that Ms. Cobb has resigned as the Youth Services Librarian and she will be here until October 31, 2016. Mr. Tropila asked why she was leaving and Ms. Mora advised that she does have a drive every day and the necessary schedule will not work for her. Mr. Kelly asked how long Ms. Cobb had been here and he was advised 6 months. He also asked if there was trouble filling this position and Ms. Mora stated yes because of the Master's degree. Ms. West asked when the job would be posted and Ms. Mora stated that once we get a letter of resignation from Ms. Cobb we will get it posted.

Four candidates for the Public Services Librarian were interviewed and it has been narrowed down to 2 strong candidates. There were 5 people on the interview committee; Ms. Mora, Ms. McIntyre, Ms. Wight, Ms. Stewart and Ms. Lee, from Human Resources.

Ms. Mora stated that recently Ms. McIntyre was having some serious medical issues and may be taking time off in the future.

Our online databases are up and running, this was due to the fantastic job that Ms. McIntyre did negotiating with EBSCO. We took the top 3 and offered them to patrons to utilize. We were not able to add the Small Engine Repair module but we will look at it again when we talk with them in the future.

Painting began this week in the Kids' Place and it is very yellow and cheerful down there. Ms. Mora stated that she had talked to Ms. Tess Jacobs at the CMR Art Department and got rough drafts of what the art students wanted to paint and neither one of them felt that these were up to the caliber we expected. Ms. Mora has examples and she has asked them to revisit the matter to see if it is something that they would like to do. Mr. Kelly asked if these were high school students and was told yes. Mr. Tropila asked who they were with and Ms. Mora answered the CMR Art Department. Ms. Mora said that we may look at interchangeable artwork. We are not sure what we are going to do after the painting is done yet. The Friends of the Library has donated \$5000 to the project and the foundation may be willing to give some monies as well. Ms. Brinkley suggested that Ms. Julie Becker who teaches art and would have plenty of students to help if we are interested in contacting her.

Ms. Mora reminded everyone that the planning charts for the next meeting with Mr. Mark Willmarth are due tomorrow. The next meeting with Mr. Willmarth is going to be held here on October 4, 2016.

Ms. Mora just wanted to let everyone know that she would be on vacation from September 23, 2016 to September 29, 2016.

In our last meeting we talked about the Income Statement for June having a negative Year to Date total and what the reason for that was. Ms. Mora found that this appeared this way because earlier in the calendar year we were paid monies on taxes and ended up having to refund the money to the county as this was on protested taxes. This money is slowly trickling in and that number will change.

Ms. Mora wanted to make sure that everyone knew that the AAUW book sale is taking place next month and the schedule is attached on the last page of this board packet. She stated that the AAUW and the Friends of the Library do a great job putting together their book sales. So if you can please stop by. They are still accepting donations on Tuesdays back by the garage. Mr. Kelly asked who the contact was and Ms. Mora said she would send that information over to him. Her name is Ms. Lynn Allison.

The Alma Smith Jacobs mural on the library turned out great and it is complete. Ms. Brinkley stated that this was a beautiful photo of her. Ms. West said that it looked wonderful. Ms. Mora explained the process that the artists went through from using the projector on the first night at dusk to using 54 cans of spray paint and working from a picture that they held in their hands. Ms. More stated that they did a great job and the feedback has been very positive. Mr. Kelly stated that there are others in towns that are looking to employ the artists. Ms. Mora was happy to hear that and was happy about the great compliments it was getting. Dr. Wenaas was close to Alma Smith Jacobs and was excited to see it. Mr. Kelly said congratulations.

Ms. Mora said that the Bookmobile is going to have some unexpected repairs. The generator is a diesel and we are looking to replace it with a gas powered generator and it is quite expensive. The estimate so far is about \$6000.00.

We are also having problems with the fountain lights not working correctly. Ms. Mora stated that there was an electrician looking into it and we may have to dip into our reserves for the repairs.

IV. CHAIRMAN'S REPORT

None

V. BOARD REPORTS

None

VI. OLD BUSINESS

Ms. Nowell brought up the Fall Federation Meeting in Fort Benton on October 27, 2016 from 9a.m. to 2:30 p.m. We need to have a board member attend the meeting with Ms. Mora because they are the voting member. Ms. Nowell is not going to be able to make it and would like someone to volunteer to attend. Mr. Tropila is not going to be able to attend. Ms. West stated that she could commit to attending. Mr. Tropila stated that it was an informative meeting and great for local networking. Ms. Nowell has a packet for Ms. West and they can talk about it after the meeting. Mr. Tropila believed that they would discuss legislative items and Ms. Nowell stated that it was not legislative but they were going over other plans and issues that needed to get set into place. Mr. Tropila also stated that the next session they are going to be renewing funding and he'll get in touch with Ms. West with this information. Ms. Nowell said that the Federation is in support of funding. Mr. Tropila told Ms. West thank you for choosing to attend.

Ms. Brinkley said she could not make the foundation meeting as it was today and Ms. Nowell advised that they would be checking their schedule in the future so that this conflict did not happen.

VII. NEW BUSINESS

Mr. Tropila asked about the notes in the partial staff minutes that stated we were going to be adding hours and he is wondering why that was. Ms. Mora said this was to let staff know that hours were being reinstated for staff that had hours cut.

Mr. Tropila said that in partial staff it was talked about changes that were needed to better track daily money handling and he liked how Ms. Linder-Parkinson was working with fiscal and taking those matters to heart and trying to get them corrected.

There was a portion of partial staff that addressed problems with patrons and Mr. Tropila was curious what that was about. Ms. Mora said that this is an issue with the amount of items that some patrons bring into the library with them.

Ms. Brinkley asked if we are looking into ordering more Dora videos as a patron had written in about and Ms. Mora said that Ms. Cobb was handling that.

VIII. PROPOSALS FROM TRUSTEES

Ms. Brinkley is very happy with the ordering process and how receptive everyone is to new things.

Mr. Kelly asked if we would take the job announcement for the Youth Services Librarian to the Fall Federation with them. Ms. Mora said yes they would be.

Mr. Kelly suggested that maybe we should invite Ms. Melissa Kinzler over to go through fiscal items as she would be great at explaining line items and going in depth about what falls in each line. Mr. Tropila liked this idea.

Mr. Kelly also talked about the meeting with Mr. Willmarth on October 4, 2016 and said that it would be great to have and talk about meeting with the commission to share what is being planned. He thought that perhaps at the November meeting would be a great time to do this. He suggested that the November 15, 2016 work session at 5:30 p.m. would be a great time.

IX. PUBLIC COMMENT

None

X. ADJOURNMENT

Ms. Nowell adjourned the meeting at 5:08.