

**Great Falls Public Library  
Board of Trustees  
Tuesday, December 26, 2017  
Great Falls Public Library, Montana Room  
4:30 p.m.**

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

BOARD MEMBERS ABSENT: Ms. Jane West and Ms. Whitney Olson

EX OFFICIO BOARD MEMBERS PRESENT: Mr. Bob Kelly

STAFF PRESENT: Ms. Sara Linder-Parkinson

GUESTS PRESENT: None

Ms. Nowell called the meeting to order at 4:38 pm.

I. AGENDA APPROVAL

Mr. Tropila liked the addition of the GFPL Foundation Report on the agenda.

II. CONSENT ITEMS

Mr. Tropila asked about the amount of \$1522.90 that was spent on line 43620 (Building repair and maintenance) on the Income Statement. Ms. Linder-Parkinson stated that this was for parts that were purchased from Combustion Services and CED. They are listed on the vendor statement.

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

III. OPERATING VOUCHERS

Ms. Nowell said thank you again for adding the descriptions on the vendor statement. It is very helpful.

Ms. Kropp asked about the charge on page 19 for dancing to the Great Falls Public School Indian Education Department. Ms. Nowell explained that this was a donation to that department as part of a program at the Library during Native American Heritage Month.

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

IV. DIRECTOR'S REPORT

Ms. Linder-Parkinson stated that we would be transitioning to Enterprise for the online catalog and that there would be training on January 22<sup>nd</sup> from 8 to 10:30 and she said that this was a training that the Board members were welcome to attend. She also explained that this was an end user training and that there would be other trainings for admin users but not everyone would need to attend those trainings. Ms. Kropp pointed out that this would be the same day as the Board member training at the Civic Center. Ms. Nowell thought that she would attend the Enterprise training as well. Ms. Nowell clarified that this would be a front end user interface and it is still through our vendor for the catalog Sirsi Dynix.

Ms. Linder-Parkinson shared the information on the Book-A-Thon.

We will be beginning an inventory of library equipment as we need to ensure that our information is up to date with the insurance company. This is a process that we need to finish by the end of February.

#### V. CHAIRMAN'S REPORT

Ms. Nowell was reviewing the Strategic Plan and would like all members to bring their Strategic Plan with them to the next meeting so we can go over it. She would like to talk as a group about where we are at. Mr. Tropila asked if we can make sure that Ms. Olson has a copy so she can preview it as she has grant writing and fund raising knowledge that would be helpful.

#### VI. BOARD REPORTS

Mr. Tropila stated that he has been in but did not make the book club although he will be there in January.

Ms. Nowell said it was good that Ms. Kropp, Mr. Tropila, Mr. Kelly and herself had made the Holiday Party.

Ms. Nowell also said that she would be attending the January 2<sup>nd</sup> work session and she asked Mr. Kelly what time it was. Mr. Kelly stated that they start at 5:30pm. Mr. Tropila stated that he was going to be there as well.

#### VII. OLD BUSINESS

The Net Neutrality letter was done and signed by almost all Board Members. Ms. Linder-Parkinson will try and get ahold of Ms. West for a signature.

#### VIII. NEW BUSINESS

None

#### IX. PROPOSALS/COMMENTS FROM TRUSTEES

Mr. Tropila thought that it was great that an ashtray was added to the park, per staff notes, and said great idea Mr. Bob Miller.

Mr. Tropila asked about the incident where Ms. Eva McDunn had seen patrons with a knife and requested that they leave. Were the knives out or how did she know that they had them. Ms. Linder-Parkinson stated she believed that they were in sheaths and were worn on their belts and Ms. McDunn told them they could not have them in the Library. Mr. Tropila said great job on awareness Ms. McDunn. Ms. Kropp asked if this was a policy issue and Mr. Kelly stated that in public buildings they could not have weapons.

Ms. Tropila pointed out on page 22 the donation amount from the Great Falls Public Library Foundation. The support that they provide is wonderful. Mr. Tropila moved and Ms. Kropp seconded the motion that they extend a thank you to the Foundation for always going above and beyond to support the Library.

Mr. Tropila thought that it was great that the Seattle Library staff was in the Library and it was great that they were taking the Seed Library idea back to Seattle with them.

#### X. PUBLIC COMMENT

None

## XI. ADJOURNMENT

Ms. Nowell moved that the meeting be adjourned. Meeting adjourned at 5:00 pm