

**Great Falls Public Library  
Board of Trustees  
Monday, December 19, 2011  
4:30 p.m.**

BOARD MEMBERS PRESENT: Ms. Judy Riesenberg, Ms. Dea Nowell, Ms. Mary Brinkley, and Mr. Mitch Tropila.

BOARD MEMBERS ABSENT: Ms. Bunny Albers

STAFF PRESENT: Ms. Kathy Mora and Ms. Korri Shupe.

GUESTS PRESENT: Ms. Sharon Oakland, Great Falls Public Library Foundation Liaison

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

**I. CONSENT ITEMS**

Ms. Nowell noted a correction on page 2 of the November minutes to change her from Mr. Nowell to Ms. Nowell.

Mr. Tropila inquired about the \$28,973.54 expense to Overdrive. Ms. Mora explained that it was purchased with the Steele Reese Grant funds and that it was downloadable audio/eBooks that can be checked out by library patrons across the state.

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

**II. OPERATING VOUCHERS**

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

**III. DIRECTOR'S REPORT**

Ms. Mora began her report by discussing the Request for Proposals (RFP) for coffee cart services in the library. This will be advertised in the Tribune on January 8 and 15, with the deadline for proposals by January 25.

We are working with a designer from L'Heureux, Page, Werner to help us with the design of a new Information Department desk. The designer and Ms. Mora are also looking at options for furniture and updating wall space and noise-dampening methods. The funds for this project will be coming from a bequest we received last spring. We have found a builder in Missoula to build the desk for the Information Department.

The State Library is forming a Courier Task Force to investigate options for developing a courier service to tie into existing courier routes between libraries in the state. Ms. Mora will be participating in the task force.

Gwen Carter, Susie McIntyre and Ms. Mora will be reviewing our current Library/Employee Policy Manual over the next couple months. Any suggested policy revisions will be brought to staff for comment and then to the board for approval.

In September we transitioned from Cengage/Gale to EBSCO for our electronic databases. Our monthly stats showed a significant decrease in usage. We have found out that the way EBSCO gathers the data for stats is different then how Cengage/Gage did. While we may not actually be experiencing a large decrease in usage, the new method of collecting the data may make it appears so.

#### IV. CHAIRMAN'S REPORT

Ms. Riesenbergr commented on the great article in the Tribune with Jude Smith and the most checked out library books.

Ms. Riesenbergr also thanked Ms. Shupe for the nice Christmas Party for the Volunteers and Staff.

Ms. Riesenbergr suggested we put an insert about the stuffed animal sleepover or any other seasonal events we would like to promoted, into utilities bills. She also thought it would be good to get PR to the City-County Health Department, Lifeway Pregnancy, and the Indian Health Center.

#### V. BOARD REPORTS

Ms. Nowell submitted a letter to the editor about giving yourself a gift this holiday season and get reacquainted with the library.

Mr. Tropila asked if the library's valuable doll collection had been taken to be evaluated yet. Ms. Mora said they have been picked up but we haven't heard any thing further about them.

#### VI. OLD BUSINESS

None.

#### VII. NEW BUSINESS

Ms. Nowell moved and Ms. Brinkley seconded the motion to approve the revised 2012 Holiday Schedule as presented. MOTION . . . passed unanimously.

#### VIII. PROPOSALS FROM TRUSTEES

None.

## IX. PROPOSALS FROM OTHERS

Ms. Oakland inquired about where the planning process was for the Foundation Sponsored event that will be held at the library. It's still being planned but there will not be alcohol at the event due to the expense and liability. In the future the library may have an event at the library with alcohol (like Books and Beer), if it's our event we are covered under the City's insurance policy, but the Foundation is not.

## X. ADJOURNMENT

Adjournment at 5:00 p.m.