

**Great Falls Public Library  
Board of Trustees  
Monday, February 28, 2011  
4:30 P.M.**

**MINUTES**

**BOARD MEMBERS PRESENT:** Mr. Mitch Tropila, Ms. Judy Riesenbergs, Ms. Bunny Albers, and Ms. Dea Nowell

**BOARD MEMBERS ABSENT:** Ms. Mary Brinkley

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

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

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

**I. CONSENT ITEMS**

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

**II. OPERATING VOUCHERS**

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

**III. STAFF REPORT**

None.

**IV. DIRECTOR'S REPORT**

In honor of February being Black History Month the library sponsored a program honoring Alma Jacobs. The program was on February 3 and it included speakers, singing, food and socializing. It was a very successful and well attended program. We are already looking forward to host another program next year for Black History month.

In the past, we have not included email addresses in the library records of minors. In response to requests from both parents and minors we have changed our procedure and will now be including these addresses in minor records. This will not only be a convenience for the library patrons but will also help us to reduce our postage costs.

We held Amnesty Week February 6 – 12 and collected a record number of fines and food. We waived \$1,176.90 in fines for 226 patron accounts and collected 668 pounds of food for the Food Bank. Last year we waived \$645 in fines and collected 358 pounds of food for the Food Bank. Ms. Riesenbergs recommended we submit this information to the GF Tribune. Ms. Mora will discuss this idea with Jude.

Our staff will be meeting with Mark Willmarth to begin the next phase in our planning process. The library staff will be working with Mark to identify/create specific objectives and strategies for the goals we have already identified. When this process is complete we will bring the final Planning document to the library board for approval.

The library has two microfilm reader/printers and one is in need of repair. We have received some public donations to go towards the repair however; we received a substantial portion of the funds needed through a donation from the GFPL Foundation.

The Foundation has a new logo and brochure, which will be available soon. They will also have a new web page that will be going live soon. The financial picture has also improved somewhat and we hope that will translate into increased funding for the library. We will know more at the end of April.

At the last board meeting we discussed the full staff training sessions we had in January regarding interactions with patrons. Included in this packet are the suggested scripts that could be used in difficult situations.

Our annual Festival of the Book will be held in March and we will again have the Grand Word Meister Contest. If the board is interested in forming a team an application is also included in the board packet.

#### V. CHAIRMAN'S REPORT

None.

#### VI. BOARD DISCUSSION

Ms. Brinkley, Ms. Nowell, and Ms. Riesenberg attend the Dan Clark presentation last week for board members.

The MLA conference is April 6 – 9 and if you are seeking library board certification this will count toward the certification program. Ms. Riesenberg discussed with Kathy how she struggled with the web-site to obtain the information she need to know about the certification requirements.

Ms. Riesenberg asked which board member would be willing to submit a letter to the editor in March. After discussion it was decided that Mr. Tropila would submit the letter to the editor this month on the topic of the courier project. Ms. Mora will email Mr. Tropila the information about the courier project. Ms. Riesenberg suggested at some point we should submit to the GF Tribune an article about the variety of work we have volunteers do here at the library.

Ms. Oakland reported at the last Foundation board meeting it was decided to expand the number of board members. They will be adding 1 member to the finance committee within the next year; then adding 2 members to the finance committee the following year. The Foundation is again planning a social event with the Library Board in May.

#### VII. OLD BUSINESS

None.

#### VIII. NEW BUSINESS

None.

IX. PROPOSALS FROM TRUSTEES

None.

X. PROPOSALS FROM OTHERS

None.

XI. ADJOURNMENT

Adjournment at 4:55 p.m.