

**Great Falls Public Library
Board of Trustees
Tuesday, December 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. Jane West and Ms. Mary Brinkley

BOARD MEMBERS ABSENT: None

EX OFFICIO BOARD MEMBERS PRESENT: None

STAFF PRESENT: Ms. Kathy Mora, Ms. Rae McFadden and Ms. Carmen Goodheart

GUESTS PRESENT: Ms. Mary Lehman

Ms. Nowell called the meeting to order at 4:31 pm.

Ms. Mora stated Ms. Sara Linder-Parkinson had a family emergency and was away from the library. Ms. Mora will be taking minutes for the meeting.

Ms. Mora introduced Ms. McFadden and Ms. Goodheart to the board. Ms. Goodheart stated she has a degree in Fine Arts and is very happy to be working at the library. Ms. McFadden stated she has a degree in Anthropology and received her MLS in May. She is happy to be working at the library and appreciates the work Ms. Goodheart has done during the staffing transition in the Kids' Place.

Agenda approvals: Ms. Nowell stated the Strategic Plan needed to be added to Old Business.

I. CONSENT ITEMS

Ms. Nowell asked for questions or concerns. Mr. Tropila asked if our financials were where they should be at this time of the fiscal year. Ms. Mora stated that they were. Ms. Mary Ellen Kropp stated that salaries were actually less than budgeted amount at this time. Ms. Mora stated that was due to staff vacancies which are now filled. Mr. Tropila asked who caught the overpayment to EBSCO. Ms. Mora stated Sara Linder-Parkinson caught the error.

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

II. OPERATING VOUCHERS

Ms. Nowell asked for questions or concerns. There were none.

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 reviewed the progress of the current Book-A-Thon fundraiser. She pointed out there was a typo in her report. The sentence reading "At the same time last year, 237 donors had given \$25,925" should read "At the same time last year, 3277 donors had given \$25,925." Ms. Lehman stated the Foundation always strives to send out donor letters right after elections since many organizations send them out closer to the holidays. Mr. Tropila asked why the decision was made to distribute 100% of the funds to the library this year. Ms. Lehman responded that previously 50% went to the Foundation to be invested for the future. In light of the financial situation of the Foundation currently, their board agreed that all proceeds should go to the library immediately. In addition, they believe the 100% distribution will be viewed more favorably by the public.

Ms. Mora reminded board members of the community engagement training opportunity in Havre on April 27. Ms. Nowell, Ms. West, Ms. Brinkley and Mr. Tropila indicated they would be able to attend. The library van can be used for transportation.

The bookmobile is back on the road with the new gas generator which has solved the noxious fumes issue and runs much more quietly. Ms. Brinkley inquired whether diesel was cheaper. It is not, but at the time the bookmobile was built, diesel was the only option for us. Ms. Mora stated she received a safety recall notice yesterday for the handle on the door, which could come off due to corrosion. The shop will look into getting that replaced. Mr. Tropila inquired how much the new generator was and if it was budgeted for. Ms. Mora stated it was \$6,000 and was not budgeted. We will overspend our budgeted vehicle maintenance line and it will come out of reserves.

Ms. Mora reviewed the article and Overdrive statistics regarding use of audiobooks.

Ms. Mora reviewed the information in the packet regarding the MLS Government Affairs Committee and specifically the State Aid funding which is due to sunset at the end of June 2017. Mr. Tropila stated the measure to extend current funding levels has sponsors for the upcoming session. Ms. Nowell stressed the importance of legislators hearing from community members about the importance of this funding.

Ms. Mora stated she had a request from Mayor Bob Kelly regarding changing the day of the library board meeting due to his frequent conflicts with City Commission meetings and duties. After discussion, the library board agreed that the 4th Tuesday of the month would work. Ms. Mora will query Mr. Kelly and Ms. Jane Weber on whether that would work for them. If so, a revision of the bylaws and an updated 2017 Library Board Meeting Schedule would be on the January agenda for approval and revised meeting days would begin in February.

IV. CHAIRMAN'S REPORT

None

V. BOARD REPORTS

None

VI. OLD BUSINESS

Ms. Mora collected suggestions for a library board trustee job description from board members. She will combine suggestions and send out to the board for review. Ms. Brinkley stated she liked the qualifications listed in the sample from Nebraska.

Ms. Nowell inquired how the board wanted to move forward with completion of the Strategic Plan. It was agreed that work on the plan will proceed at a meeting outside of the regular library board meeting. Ms. Mora will coordinate.

VII. NEW BUSINESS

None

VIII. PROPOSALS/COMMENTS FROM TRUSTEES

Ms. Brinkley stated the board nametags were very attractive.

Ms. Nowell inquired about two library programs that were listed on the same day/time in the press release. Ms. Mora stated it was not an error and that one program would be in the small meeting room.

Ms. Lehman stated the Foundation was going forward with utilizing the office space on the third floor, although that probably would not happen until the end of January. It will be used for storage of archival material and serve as a central location for transfer of items between board members and between the Foundation and the Library.

Ms. Brinkley, who is the liaison to the Foundation Board, asked where they meet. While their annual meeting is usually at the library, other meetings are held at 1st Interstate Bank at 12 3rd Street Northwest.

IX. PUBLIC COMMENT

None

X. ADJOURNMENT

Ms. Nowell adjourned the meeting at 5:18.