

**Great Falls Public Library  
Board of Trustees  
Tuesday, November 22, 2016  
Great Falls Public Library, Montana Room  
4:30 p.m.**

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

EX OFFICIO BOARD MEMBERS PRESENT: Ms. Jane Weber and Mr. Bob Kelly

BOARD MEMBERS ABSENT: Ms. Jane West

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

GUESTS PRESENT: Ms. Mary Lehman

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

Agenda approvals: Ms. Mora reported that an addition needed to be made to the new business on the agenda. We need to add the Library Board job descriptions. Ms. Nowell stated that the Community Engagement Training and the Planning Documents also needed to be added to the new business as well.

I. CONSENT ITEMS

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

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

III. DIRECTOR'S REPORT

Ms. Mora introduced Ms. Wilson as the Public Services Librarian and explained this position. Ms. Mora stated that we reorganized the Circulation and Information Services departments and Ms. Wilson was overseeing both areas. Ms. Brinkley asked how things were going. Ms. Wilson stated that it is going good although overwhelming as it should be the first week. She stated

that she is working the desks and easing into things so that she can learn processes for each department.

Ms. Mora reported that there has been a Youth Services Librarian hired and she will begin on December 6<sup>th</sup>. Her name is Ms. Rae McFadden and she is from Detroit. Ms. McFadden is very excited to start with us and we are excited for her to begin as well. Mr. Kelly asked how she found us to get the job. Ms. Mora explained that we post our job listings on several list serves to get them out to other areas.

There is a Library display at the Civic Center, Ms. Mora stated. This display was set up by Ms. Smith and a volunteer Mr. Loeffler and is a very attractive display. I would encourage you to take a look at it if you are at the Civic Center. There are quite a few pictures that Mr. Loeffler took and they turned out very well.

The bookmobile went into the shop on November 15, 2016 to get the generator replaced and it came back to the library today. Everything is being powered by the generator and we will have it back on the road tomorrow morning.

Ms. Mora expressed some changes that could be happening with a Trespass ordinance concerning public buildings/areas. She explained that years ago under a previous City Attorney it was determined that patrons could not be trespassed from public buildings. Ms. Mora discussed this issue with the current City Attorney and they reviewed it and there will hopefully be a new ordinance to include public buildings/areas. Ms. Mora has been told that it is possible that there could be 60 day trespass which will be another tool that we can use. Ms. Lehman asked if this would affect other public areas as well. Ms. Mora said that yes it will. Ms. Brinkley asked if this is the reason that there are people sitting out front is that perhaps they were kicked out of the Library and Ms. Mora explained that some people just hang out there to use the wi fi.

Ms. Mora stated that the Library Board job descriptions, the Community Engagement Training, Planning documents and the Library Holiday and Board Meeting Schedules are included in this packet and we will go over them this evening under New Business.

Ms. Mora invited everyone to the Holiday and Volunteer Appreciation Party that is being held on December 8, 2016. The invitations will be going out early next week to all Board Members.

#### IV. CHAIRMAN'S REPORT

Ms. Nowell talked about the meeting that was held last week with the City Commission and others from the Foundation Board. She believes that it went well and a tour was held before the meeting. There were quite a few comments that she had heard and overall it seemed as it was a good meeting. Ms. Mora stated that there was not time to cover everything as the meeting was right after the tour, so it was a quick tour. Ms. Brinkley asked if there was a positive reaction. Ms. Nowell stated that she was not sure but believed so. At the meeting the

Financial Manager, Ms. Kinzler talked about the budget and that was very helpful. Ms. Nowell mentioned the planning sessions and that they should be finalized in the next few months. Mr. Tropila asked Mr. Kelly for his thoughts on the meeting. Mr. Kelly said that this is the first time that the Library Board, City Commission and the Foundation have sat down together and talked about goals. Ms. Lehman stated that having the Foundation physical presence at the meeting was a good thing. Mr. Kelly stated that this meeting showed the Library's reach in the community and there was a favorable impression. Mr. Kelly believed that this was a positive step and the beginning of a 3 way dialogue that needed to happen. He was in favor of having Ms. Kinzler come to a Library Board meeting in the 1<sup>st</sup> Quarter next year to get a better fiscal understanding. One thing that Mr. Kelly recommended was to have name tags for Board Members so that a name can be put with a face, this would be helpful for all meetings. Ms. Kropp thought that the meeting was very positive and she did not hear any negative comments. Mr. Kelly stated to keep it up.

Ms. Weber inquired about the process for projects to be paid out of the Foundation line in the budget. Ms. Mora stated that these requests or ideas were taken to the Foundation and Ms. Lehman advised that requests were made by Ms. Mora. Ms. Mora also stated that the Library receives a monthly payment for non-fiction and cultural programs and activities from the Foundation. Ms. Weber verified that these funds could not be used for base operation costs. Ms. Lehman stated that the money can be used for projects and beautification but many donors state that they are not to be used for operation costs. Ms. Weber was wondering if an idea could be presented from the Library Board for a project. Mr. Tropila stated things that pop up like the mural we can make a request to the Foundation. Ms. Nowell also advised of the Kids' Place projects that were asked of the Foundation.

Ms. Brinkley asked if all the staff at the Library had name tags and she said it would be helpful to have it enforced that the staff have and wear name tags. Ms. Mora said that we would make sure that they all had name tags and Ms. Wilson said she would talk to her staff. Ms. Nowell said this was a good idea because it also helps the patrons identify who the staff is.

Ms. Nowell mentioned to Ms. Mora that if ideas come up to please share them and if anyone has ideas please email them to Ms. Mora and she will make sure to get them sent out. Ms. Nowell had an article about audiobooks and she would give to Ms. Mora to send out. Ms. Weber stated that PBS had a special on this subject as well.

## V. BOARD REPORTS

Mr. Tropila talked about the take away from the meetings with Mr. Wilmarth.

Mr. Tropila welcomed Ms. Wilson. He also asked about page 35 where there was a disruptive patron that struck Ms. Kestler. Ms. Mora told him that Ms. Kestler is ok and what happened is that a patron was sleeping and staff do not touch patrons or get too close in this instance. The patron was told to wake up and then he fell back asleep. Ms. Kestler again went and woke him up and he hit her arm. This patron was banned from the Library for one year and the Police

were called. He did come back in a week later and he refused to sign the paperwork and would not take his copy of the form. Mr. Tropila asked if this is something that we can enforce and Ms. Mora advised yes we can have the Police come and assist us to remove him from the Library. Ms. Weber advised that the Community Rec Center has had to do the same in the past.

Mr. Tropila asked a question about page 36 and if the overages/underages were large amounts and Ms. Mora advised no they were not.

#### VI. OLD BUSINESS

None

#### VII. NEW BUSINESS

Ms. Mora sent out sample job descriptions for everyone to look at and make changes and send back to her. She also advised that she would send the by-laws out as well. Mr. Tropila asked if we have a job description presently and if this was coming from the meetings with Mr. Wilmarth. Ms. Nowell stated that we presently just have by-laws. Ms. Weber stated that maybe if we just highlighted the copies that are in the packet and then email them into Ms. Mora. Ms. Nowell said we should bring them into the board meeting next month with our mark ups and Ms. Mora agreed to mark up the one in your packet and bring in next month and that she would email a copy of the by-laws to everyone. Ms. Weber questioned if this was a City County Library Board and Ms. Mora stated that we are a City Library and the Board members are appointed by the City Commission. However, we also provide services in Cascade County. Mr. Tropila advised that this is not something that has to be done in December and it may very well run over into January.

Ms. Nowell requested that everyone go through the Planning Documents and then we need to set guidelines and decided if we are going to adopt. Mr. Tropila replied that this was a good idea. Ms. Nowell said that we talked about the process and goals. Ms. Weber suggested that this information be shared with the Foundation and Ms. Nowell agreed and suggested to share with the Friends of the Library and the County as well. Ms. Brinkley said that this would get all the players working together toward the same goals.

Ms. Nowell advised that Ms. Mora was sent the Community Engagement Training information from the State Library. Ms. Mora said that this is training that is put on by the State Library and it is great for Board to attend. There will be a training in Havre that will be all day or we can request that they come to us and it is a ½ day for the Board. Ms. Mora advised that it is beneficial and valuable for the full day training. However, she realizes that the ½ day training is more realistic. Ms. Nowell asked if anyone was interested or if they preferred the ½ day training. Ms. Mora asked if by the next board meeting if everyone could look at their schedules and let her know if they would be able to attend. Ms. Brinkley asked the date of the ½ day training and Ms. Mora advised that this was a flexible item. Ms. Lehman asked if there was a deadline and Ms. Mora advised no but it would be nice to know by the next meeting date. Ms.

Lehman stated that the Foundation Board is not meeting again until January but she will send out and email. Ms. Kropp said that she would not be able to attend Havre. Ms. Weber said that she would be able to go.

#### 2017 LIBRARY HOLIDAY SCHEDULE

Ms. Nowell asked for questions or concerns. Ms. Mora said that she did proof these days and they look odd because we schedule for staff who do not work on Mondays. Easter we are always closed and it can be made up, take vacation or leave without pay.

Mr. Tropila moved and Ms. Brinkley seconded the motion to approve the 2017 Library Holiday Schedule as presented. MOTION . . . passed unanimously

#### 2017 LIBRARY BOARD MEETING SCHEDULE

Ms. Nowell asked for questions or concerns. Ms. Mora advised that this is the same as in the past with the meeting being on the 3<sup>rd</sup> Tuesday of every month and no meeting held in July.

Mr. Tropila moved and Ms. Kropp seconded the motion to approve the 2017 Library Board Meeting Schedule as presented. MOTION . . . passed unanimously

#### I. PROPOSALS FROM TRUSTEES

None

#### II. PUBLIC COMMENT

None

#### III. ADJOURNMENT

Ms. Nowell adjourned the meeting at 5:20.