

**Great Falls Public Library
Board of Trustees
Tuesday, December 16, 2014
4:30 p.m.**

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

BOARD MEMBERS ABSENT: None.

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

GUESTS PRESENT: Ms. Mary Lehman

Ms. Riesenber 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 with the correction of Mr. Tropila's name. MOTION . . . passed unanimously.

II. OPERATING VOUCHERS

Mr. Tropila asked again this month if our total net gain/loss is ok, and if it is the same problem as last month, it is the same as last month and we are just waiting on our first tax increment. Mr. Tropila also questioned why the City's internal service charges are \$62,000 to date. Ms. Mora explained over \$50,000 of that is property/liability insurance.

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

III. DIRECTOR'S REPORT

Ms. Mora started her report by stating the Foundation has reported they raised \$299 at the Mighty Mo fundraiser held on November 24. The Mighty Mo said it was the best attended fundraiser they've had.

We have started a major reorganization of the adult audiovisual materials in the Fiction Room this month. It will be completed in January. The reorganization will help us use the available space more effectively and will make it easier for the public and staff to locate materials. By the end of the reorganization they will all have security strips and will be strictly alphabetized. The non-fiction will be shelved by the Dewey decimal system just like our other non-fiction material. Ms. Brinkley asked if we have a lot of theft of the AV material. Ms. Mora told her we actually lose more material to patrons that check them out and never return the item.

The Holiday Party is Tuesday, December 23 at noon.

As of last Tuesday the Foundation's annual Book-a-thon has raised \$26,205 from 357 donors.

IV. CHAIRMAN'S REPORT

Ms. Riesenbergs and Ms. Kropp attended the board and officials' training that the City offered. They said it was well attended with over 100 people there. Dan Clark presented the session and it was very informative. They learned that if a motion is not seconded then it is dead. They also learned that if a quorum of board members is present at a gathering it's considered a meeting. And we need to put up a notice to public. If anyone is interested all the information is on the MSU extension website.

V. BOARD REPORTS

Ms. Nowell had some questions about the Unique Management Report. She asked what *waives* were on the report. Those are ones we have called and requested they take off their record.

Mr. Tropila asked/commented on the following:

- Asked what code blue is. Kathy explained if a staff member feels unsafe and wants more staff to come to them immediately then we page code blue.
- Commented that Susie handled the Post Office situation well. We had several patrons come to the library stating the post office had referred them to the library staff to complete their change of address. After talking to the postal staff she discovered they refer them to us if the patron didn't have a computer to complete the online address change. While the post office does have printed forms they are processed much slower than the online form. Ms. Mora commented that we help patrons by assisting with a lot of different agencies.
- Asked how Alice was doing after her fall on ice? Ms. Mora said she is doing ok and is back to work and working through it.

The library board complemented Kathy and the entire staff on the good job we do.

VI. OLD BUSINESS

None.

VII. NEW BUSINESS

None.

VIII. PROPOSALS FROM TRUSTEES

None.

IX. PROPOSALS FROM OTHERS

None.

X. ADJORNMENT AT 5:10 P.M.