

**Great Falls Public Library**  
**Board of Trustees**  
**Tuesday, May 19, 2015**  
**4:30 p.m.**

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

BOARD MEMBERS ABSENT: Ms. Mary Brinkley

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

GUESTS PRESENT: Ms. Susan McCord

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

**I. CONSENT ITEMS**

Mr. Tropila remarked that on the Downloadable AudioBook & eBook Circulations and Electronic Database Usage reports the March usage was drastically higher than the rest of the year and asked if we knew why. We do not know why the difference.

Mr. Tropila noticed that our expenses still exceed our revenues and asked if we are concerned. Ms. Mora said we are not concerned we look to be right on track for expenditures and we will receive our 2<sup>nd</sup> tax payment in June.

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

**II. OPERATING VOUCHERS**

Mr. Tropila had a question about the Internal Service charges on the Vendor Report. He wanted to know if they are actual charges being charged to us. Ms. Mora said all of the energy and utility charges, the plumber, and carpenter are actual charges. The rest of the internal charges are based on a formula used by the charging departments. Each department in the City has to pay these internal charges.

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

**III. DIRECTOR'S REPORT**

Ms. Mora started by reporting the Great Falls Public Library Foundation has approved their 2015/2016 budget. There will be a few funding changes to the library with it. The Dorothy Lampen Thomson Funds for non-fiction will see a decrease this year, however, the funding in the Foundation Approved Projects will increase.

Mr. Tropila's first term will conclude on June 30. He is interested in serving another term. The Library Board's recommendation will be sent to the City offices and Commissioners.

Reminder the date of our June meeting has been changed to June 23. Mr. Tropila will not be able to attend as he will be in Helena on June 23. Also, the board approved not meeting in July but left it open for discussion if they wanted to change it to August. After discussion it was decided to not meet in July as scheduled and to plan to meet in August.

The Friends of the Library Book Sale concluded on Saturday, May 16. The book sale is down this year from last year but we also had fewer books. We are looking at donation days and having more than one person sorting the books. Some of our donation days had really bad weather so this may have impacted how many books we received.

We will meet with the City Manager and Fiscal Services staff on May 21 for our first discussion of the library's budget. We will be presenting a budget that is balanced and has \$19,000 in extra revenue. We are asking to have the \$100,000 reinstated that was taken from our budget last year due to budget cuts in the general fund. Ms. Kropp wondered if the City will take the \$19,000 surplus. We don't feel that's likely, as these are one time saving we have this year due to Central Insurance charges and some health care savings as well.

Mr. Tropila discussed how much the library has done this past year to keep moving forward with the help of the community and the volunteers that have stepped up to help here. Ms. McCord asked if there are any other departments in the City that provide a place for everybody and that also offers as many things to the public free of charge. Ms. Mora didn't know of any other department that offers things free of charge, the Rec Center, pools, and golf courses offer a variety of things to the community but they are not free. Ms. Mora noted that last year we did increase some of our fees and we started charging for notary service, proctor service, and increased a few of our other fees. Ms. Mora also noted this will be the first year when we file our State Library Standard we will fall below our minimum hours of being open to the public (46 hours per week) this enables us to receive state aid. We will file a deferral and that will be good for 3 years. We could after that time stand to lose state funding.

#### IV. CHAIRMAN'S REPORT

Ms. Riesenbergs discussed with the library board about going before the commission to show support to the library and present them with some factual statistics on the value the library is to the community.

#### V. BOARD REPORTS

Mr. Tropila asked if Ms. Mora could include him in the State Library's Google Group for Trustees.

#### VI. OLD BUSINESS

None.

#### VII. NEW BUSINESS

Ms. Kropp moved and Ms. Nowell seconded the motion to recommend Mitch Tropila for a second term on the library board. MOTION...passed unanimously.

VIII. PROPOSALS FROM TRUSTEES

None.

IX. PROPOSALS FROM OTHERS

Ms. McCord informed the board that the Foundation Picnic will be either August 20 or August 27.

X. ADJORNMENT AT 5:40 P.M.