

**Great Falls Public Library
Board of Trustees
Monday, October 24, 2011
4:30 p.m.**

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

BOARD MEMBERS ABSENT: Ms. Bunny Albers and Ms. Judy Riesenber

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

GUESTS PRESENT: None.

Ms. Nowell called the meeting to order at 4:36 p.m.

I. CONSENT ITEMS

Ms. Nowell asked for clarification of our new employee's name was Eva Davidson or Eva McDunn? It was listed correctly on the Personnel Report as Eva Davidson but incorrectly on the minutes on page 26.

Mr. Tropila inquired if Debbi Stewart was now working the 30 hour position in the Information Department. Ms. Mora confirmed that Debbi Stewart was promoted to the 30 hour position and that opened up the 20 hour position that Eva Davidson was hired for.

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

II. OPERATING VOUCHERS

Ms. Nowell inquired about the drop in usage of the Electronic Databases and wondered if it was due to the recent change of databases. Ms. Mora felt that the recent change from the Gale database packages to the EBSCO database packages was the reason for the drop but will monitor the database usage.

Mr. Tropila inquired if the payment to Shortgrass Web Development was the final payment or a portion of our balance. Ms. Mora told him that it was the first payment in the redesign of our new web page and there would be an addition payment once it was completed.

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

III. DIRECTOR'S REPORT

Ms. Mora began her report by showing the Library Board the TV advertisement for the library, which will air 3 months on Channel 12 (The CW). After the 3 months we can explore other

venues to air the advertisement. Mr. Tropila suggested the library show it before the Film Festival movies. Ms. Nowell thought that was a great idea and also suggested to show it before other library events.

Our second annual Stuffed Animal Sleepover was a huge success again with 112 stuffed animals spending the night and around 200 people in attendance. Ms. Nowell volunteered at the sleepover and said it was very well organized. She and Ms. Huey have talked since the sleepover and are already planning for next year's.

Fred Hashley of the Foundation Board, Mr. Tropila, Ms. Jude Smith and Ms. Mora have been working together to plan a Foundation-sponsored reception during the 2012 Book Festival. We will need a State and City license to serve alcohol here at the library and insurance. DeAnn Andre suggested we contact the Cogswell Agency about the insurance. The reception is in the early planning phase but the idea is to thank the Foundation's Donors.

Ms. Mora is also working on developing an RFP (Request for Proposals) for coffee services in the library. The RFP should go out this month. We are looking at having a coffee cart in the first floor artwork area. We are not trying to make money from this but to offer a much suggested service to the library patrons.

We are continuing to work on the re-design of the library's web page with Shortgrass Web. They are about ready to start the programming of the web page. The front page will have 4 different revolving photos.

Ms. Mora will be on vacation leave November 4 – 15.

IV. CHAIRMAN'S REPORT

V. BOARD REPORTS

Mr. Tropila felt the library should look into putting light switches in the bathrooms to save energy at the library. Ms. Mora said the City of Great Falls had just completed an energy audit on several of their buildings including the library and that was actually one of the suggestion made on the audit. We will look further into the audit in the new year and exploring the cost of suggestions as well.

Ms. Brinkley stated that she is making a donation to the Foundation Book-a-thon and forwarded an email on to her boss to encourage them to match her donation but has not heard back yet. Ms. Brinkley will write a letter to the editor to encourage the public to come to attend the many programs the library will be offering in November to celebrate Native American Cultural Month.

Mr. Tropila asked how the Annual AAUW Book Sale was going this month. Ms. Mora had been told the traffic is down a little from last year's sale.

VI. OLD BUSINESS

None.

VII. NEW BUSINESS

None.

VIII. PROPOSALS FROM TRUSTEES

None.

IX. PROPOSALS FROM OTHERS

None.

X. ADJORNMENT

Adjournment at 5:00 p.m.