



## LIBRARIES

Library Board of Trustees Meeting  
Wednesday, April 25 2018 9:00 am  
ImagineIF Kalispell

### MEETING MINUTES

Present: Michael Morton, Connie Leistiko, Marsha Sultz, Terry Guidi (Board); Kim Crowley, Connie Behe, Teri Dugan, Megan Glidden (Staff).

- I. **Call to Order:** M. Morton called the meeting to order at 9:02 am.
- II. **Open time for persons to address the Board**
- III. **Approval of Minutes**  
**Moved by T. Guidi** "that we approve the minutes of the April 4, 2018 Library Board Meeting as presented."  
**Seconded by M. Sultz** **APPROVED**

- IV. **Reports**  
**February Financial Report**

**Moved by T. Guidi** "to accept the March 2018 Financial Report as presented."

**Seconded by C. Leistiko**

**ACCEPTED**

K. Crowley reviewed the salary line item in light of unbudgeted Accumulated Sick and Vacation payouts and Contract Employees. It is expected that at the end of the year we will have approximately \$20,351 unbudgeted expenses in Accumulated S and V and about \$4,350 in contracted employees for a total of \$24,701.35. Position vacancy savings of the past year have us about \$57,000 under budget for the salary line item, which will adequately cover the unbudgeted items.

#### **Director and Staff Reports**

- C. Housel asked to use stories from the Director's report for Library Foundation advocacy. Crowley referred her to Martha Furman.

#### **MLA Report**

- M. Morton shared highlights from his participation in Montana Library Association conference this year in Bozeman. A workshop presented by Ron Waterman from the Montana Innocence Project was particularly enlightening. Morton found most programs beneficial and interesting.
- M. Sultz enjoyed the MLA conference very much and shared take away points from a variety of workshops she attended. While Sultz found the entire conference worthwhile, her favorite event was the book awards program.

### **Personnel Committee Update**

- Crowley reported that Erika Wilcox is no longer working at the library. Her vacated position of Customer Experience Librarian is now posted and applications are being accepted.
- The Collections Development Librarian position is currently posted and applications are being accepted. Both professional librarian positions close May 8<sup>th</sup>.
- C. Behe announced Kelly Steiner, current materials handler, has been selected to fill the Library Advisor position vacated by Catherine Schmidt. Kelly will begin her new position on May 7. We had three internal candidates for this position and those who were not selected have been encouraged to apply again for an open position.

### **Staff Presentation**

- M. Glidden presented highlights about the two-day Making Montana event that took place in February. This event attracted students, teachers, and members of the public, makers and manufacturers from all over Montana. Over 3000 people attended the event that took place at the Flathead County Fairgrounds.
- M. Morton complimented Glidden on her hard work and efforts in the successful managing and implementing such a large project. He said he has been hearing many accolades about her work.

## **V. Old Business**

### **Facilities Committee Update**

- M. Morton announced that the Library Foundation has presented a buy sell agreement to Bethany Lutheran Church to purchase the ARK building in Bigfork. The seller has responded and is requesting a few additional requirements to the agreement. Morton will get further details and the matter will be discussed in an upcoming facilities committee meeting on Monday, April 30<sup>th</sup>.

### **Foundation Report**

- C. Housel announced the new Library Foundation website is live. The website has been updated and redesigned.
- Housel attended the MLA conference in Bozeman and said it was great to see how respected and admired ImagineIF staff are in the greater library world.
- The library foundation received a \$10,000 grant from Applied Materials.
- Housel attended the recent Flathead Valley Women Who Wine event in Bigfork. The social provided opportunity to share current and upcoming happenings at ImagineIF Bigfork.
- Flathead Gives is scheduled for May 6<sup>th</sup>.
- Crowley brought up the subject of "Component Unit." The County Finance Department, based on advice from Anderson Zurheimer, has declared the Foundation a component unit of Flathead County. Because this could jeopardize future funding, it would be prudent to get legal advice on the subject. Crowley has contacted Joel Kaleva from Crowley Fleck in Missoula to look into the matter. Any legal fees could be paid with the Foundation's special projects fund.

### **Budget Cuts**

- Crowley reported that since our budget has been cut by \$90,000 this year (actual reduction in revenue plus COLA increases paid from our budget) we should be able to show the effects to the public.
- \$35,000 of this will be covered by Crowley retirement, not hiring an assistant director, and staff reorganization. The materials budget will be cut by \$9,000. We are saving money in the technology budget installing new hard drives to extend the life of our computers. Elsewhere in the County, computers are replaced every 3-5 years. Our newest computer is 5 years old, while most are 7 years old.
- Crowley and staff will look at our commitment to Marion, including staff time, materials, technology costs, and use of services to evaluate the cost/benefit of our involvement.

#### **CFLA Letter**

The recent request to the Columbia Falls Library Association for library furniture and equipment was denied. Without consulting with Library staff or trustees, the Association seems to be taking a controlling and governance approach to funding the library, while ignoring donor intent of the Binsfeld bequest. Leistiko reminded the Board that they are the statutory authority responsible for the "operation and care of the library." That is not the purview of supporting organizations.

#### **Blankenship Estate (ACTION)**

**Moved by C. Leistiko** "to authorize depositing the Blankenship donation into the ImagineIF Library Foundation account with the expectation that a gift agreement will be signed by both parties within 30 days."

#### **Seconded by M. Sultz**

Discussion: the Library's donation policy clearly states "If a monetary gift, donation or bequest exceeds \$1,000 and if the intended purpose allows such transfer, the Library Board of Trustees may consider transferring it to the ImagineIF Library Foundation."

**APPROVED**

#### **VI. New Business**

##### **Interlocal Agreement with Foundation for Bigfork Property**

- The library board discussed the need for an Inter-local agreement between the foundation and the library board for a new Bigfork Library. The agreement should be in effect when the property is purchased.
- The facilities committee will create a draft agreement. M. Morton will reach out to attorney Erica Johnson to review the draft.

##### **August Board Meeting Change**

- The August Board meeting will take place on the 5<sup>th</sup> Wednesday, which is August 29<sup>th</sup>.

**Commissioner Budget Review**, Thursday, April 26, 2018, 9am.

**Next regular meeting**, Wednesday, May 23, 2018, Kalispell.

**Tamarack Federation Meeting**, Marina Cay, Bigfork, May 11-12, 2018.

**Crowley Retirement Breakfast**, Friday, August 3, 8:30am, ImagineIF Kalispell.

**Behe congratulations, Crowley good-bye reception**, Friday August 3, 3pm-5pm, ImagineIF Kalispell.

#### **VII. Adjourn: 11:51 am**