



LIBRARIES

**Library Board of Trustees Meeting
Wednesday, August 24, 2016, 9:00am
ImagineIF Library Kalispell**

MEETING MINUTES

Present: Terry Guidi, Jane Lopp, Al Logan, Michael Morton, Connie Leistiko (Board); Kim Crowley, Connie Behe, Teri Dugan, (Staff); Sarah Johnson, Roy Beekman (Library Foundation).

I. Call to Order: T. Guidi called the meeting to order at 9:05 am.

II. Open time for persons to address the Board:

Crowley introduced Lune Axelsen. ImagineIF welcomes Lune as our Communications and Marketing Coordinator. Johnson introduced Roy Beekman. Beekman serves on the Library Foundation Board.

III. Approval of Minutes:

Moved by C. Leistiko "that we approve the minutes of the July 27, 2016 Library Board Meeting as presented."

Seconded by M. Morton

APPROVED

Moved by M. Morton "that we approve the minutes of the August 15, 2016 Library Board Facilities Meeting as presented."

Seconded by C. Leistiko

APPROVED

IV. Reports

July Financial Report:

Crowley reported that we are approximately \$21,000 overspent in our operating Budget due to \$17,647 sick and vacation payout (unbudgeted), \$2,930 for October RIPL conference (prepaid), and overages in our utilities costs. Budget amendments are due to the Finance office tomorrow and Crowley suggested we transfer \$6,000 from the Library Depreciation Reserve fund back into our operating budget, and ask the commissioners to fund the sick and vacation payout.

Moved by C. Leistiko "that we transfer \$6,000 from the depreciation fund back into the operating budget."

Seconded by A. Logan

APPROVED

Moved by A. Logan "that we accept the July 2016 Finance Report as presented."

Seconded by M. Morton

ACCEPTED

Director and Staff Reports:

- K. Crowley reviewed the July Director and Staff reports.

Upstaffing Process Report: Behe

- Behe proposed a plan to begin assessing the library's needs for upstaffing.
- A key element for upstaffing will be conducting a needs assessment using "gap analysis".
- The Library Board agreed to the framework of the plan.

Foundation Report: Johnson, Guidi, Crowley

- Johnson thanked the board for attending the Library Foundation social.
- A joint planning session with the Library Board and Library Foundation Board is planned for September. The capital campaign feasibility study will be discussed.

Facilities Committee Report: Morton

- Morton shared he attended the most recent FCEDA meeting and presented to the board the letter expressing the library's sincere interest in purchasing the CHS property at 4th Ave EN for a future library.

Core Area Development plan:

- Tom Jentz from the city of Kalispell presented the proposed core development plan.

V. Old Business:

Board Action Plan Progress (Discussion)

- The Library Board Action Plan was discussed and agreed upon.
- Lopp discussed and presented a proposed plan for increasing the number and quality of relationships with Library Foundation members.
- Crowley review each target point included in the action plan.
- Leistiko suggested nametags for joint events.

Personnel Committee Charge:

- In accordance with the Library Board Action Plan, the Board will define and implement a quarterly review of the Library Director.
- The board agreed to the following Personnel Committee Charge: To develop and enrich the relationship with the Library Director by checking in at bi-monthly Personnel Committee meetings. The Personnel Committee will also facilitate the year-end evaluation

that occurs during the regular meeting of the library board (typically in May) and will recommend to the board compensation for the Director. Public notice will be given for these meetings as any other public meeting.

- C. Leistiko and J. Lopp are the FY17 Personnel Committee Members.

VI. New Business:

Emergency Succession Plan (Action)

- Behe reviewed the suggested plan.
- Discussion and questions were taken.
- The personnel committee met previously in the week to review the plan.

Moved by J. Lopp "to adopt the proposed Emergency Succession Plan as presented."

Seconded by A. Logan

APPROVED

Director's Job Description (Discussion)

- The job description will be edited at the 8-29 Personnel Committee meeting.
- A final draft will be presented for action at the September Board meeting.

September meeting date change (Action)

- The regularly scheduled September Board meeting is rescheduled to Monday, September 26 at 9am in Kalispell because Crowley and Behe will be at the MNA conference on the regularly scheduled Wednesday.

VII. Housekeeping:

- **Kim Vacation:** August 31- September 7th 2016, Telluride.
- **Next regular meeting:** September 26, 2016, 9AM, ImagineIF Kalispell.
- **Montana State Library Fall Workshops:** September 13-14, 2016, Polson.
- **All Staff Day:** Friday, September 9, 2016. Glacier National Park.

VIII. Adjourn: 11:50