



## LIBRARIES

**Library Board of Trustees Meeting  
Wednesday, July 23, 2014, 9:00 am  
ImagineIF Kalispell**

### MEETING MINUTES

**Present: Al Logan, Michael Morton, Connie Leistiko, Terry Guidi (Board);  
Kim Crowley, Connie Behe, Sean Anderson, Sam Crompton (Staff); Dori  
Muehlhof (Foundation)  
Absent: Jane Lopp  
Guests: Ned Cooney (Ascent Strategic Development)**

- I. **Call to Order:** Logan called the meeting to order at 9:02 am. Crowley reported that Teri Dugan broke her ankle and was not able to complete the Finance Report for this meeting. Teri hopes to return to work at least part-time on Monday, the 28<sup>th</sup>.
  
- II. **Open time for persons to address the Board:** Muehlhof reported that the Foundation is gearing up for fundraising efforts.
  
- III. **Approval of Minutes:**  
**Moved by M. Morton** "that we approve the minutes of the June 25, 2014 Board meeting as presented."  
**Seconded by T. Guidi** **APPROVED**

#### IV. Reports

**Finance Report:** no report this month

**Director and Staff Reports:**

- Crowley introduced Sean Anderson, our new Senior Librarian. Anderson comes to us from Great Falls Public Library. Sean told us a bit about himself. He will be focusing initially on Collection Development and Branch Services
- Bigfork furniture is installed. Carpet will be sometime this fall.
- Behe and Anderson will begin work on the Columbia Falls remodel now that Anderson is here full time.
- Statistics: Behe gave a year end overview of library usage for FY14. Systemwide, Circulation is up 6.75%; building traffic is up a mere 1%; we offered 422 programs last year with 18,454 attendees, an over 44% increase over last year. Behe also gave a year end accounting of the progress on Strategic Plan goals and organizational competencies.

**Foundation Report:**

- Discussion of the use of ImagineIF brand for the Foundation name, letterhead, logo. Crowley brought a sample of what this might look like. Use of the ImagineIF name and logo was suggested by the Foundation marketing committee and has not yet gone to the Foundation Board.
- The Foundation Budget for FY15 has been approved with a line item of about \$50,000 for the library.
- Morton discussed the one Lunch and Learn program he attended and thought was very well done. He suggests we invite 4 -6 people instead of just two.

#### **V. Old Business**

- **June 25th work session with Ned Cooney** was discussed. All in all the session was very productive. The target dates are critical elements of the work plan and need to remain realistic. Cooney suggests keeping the task list on track by having an agenda item for task list at each board meeting and appointing a "reminder in chief" for this purpose. It was agreed that Lopp would fit this role well. The Foundation having a plan is also now a critical piece of the overall way forward. Leistiko presented an impromptu "elevator speech."
- **Lists for lunch and learn** have been turned in to Lopp and forwarded to Muehlhof. It was suggested we have a small sub-committee consisting of Muehlhof, Crowley, and two board members to prioritize the list of attendees. Muehlhof will follow up with Guidi re: the August 6<sup>th</sup> Lunch and Learn.

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

- **Approval of Strategic Plan (ACTION)** Behe presented the Strategic Plan to the Board and Cooney stepped in on the Board portion of the plan. There was consensus that it is a job well done.

**11:05 Logan recessed the meeting to move cars.**

**11:16 Logan called meeting back to order.**

- **Approval of Strategic Plan (ACTION)**  
**Moved by C. Leistiko** "to approve the Strategic Plan as presented with the addition of an acknowledgement page to be added at the end."  
**Seconded by M. Morton** **APPROVED**
- **Elevator Speech delivery:** Morton gave his "elevator speech" noting that it was for use in the Empire State Building as it was a bit long. Everyone agreed it was an excellent speech and could be used in formal presentations such as at Rotary. It was suggested that he try it out on the County Commissioners. The Board was reminded that the talking points created by Morton are a good start for answering questions that may arise when out talking to people.
- **Foundation Use of Trademarked Logo (ACTION)**

**Moved by M. Morton** that “the Board approves the use of our trademarked logo by the Foundation in accordance with design guidelines provided by library staff and legal guidance provided by the County Attorney.”

**Seconded by C. Leistiko**

**APPROVED**

- Guidi reported that he attended the Columbia Falls Library Association meeting. They reported net gains from their bookstore sales of \$1,000 for the past six months. The next meeting will be Tuesday, November 25, 2014.
- Crompton explained to Board members how to get into their new email. Each Trustee is encouraged to login and send an email to Sam to make sure the new address works properly. Sam shared his phone number in case assistance was required.

VII. **Housekeeping:** Logan noted that the August Board meeting is on a Monday, August 25<sup>th</sup>. Guidi will not be in attendance.

July 26, noon, Heritage Days Parade, Columbia Falls  
August 15, 10:00 am, Kalispell, NW Montana Fair Parade  
August 25, 2014, 9:00 am, Regular Board Meeting, Kalispell

**12:04 pm Adjourn**