

**A REGULAR MEETING OF THE FLATHEAD COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES WAS HELD ON JANUARY 22, 2009 AT THE MAIN LIBRARY AT 3:00PM**

**PRESENT:** Laura Long (Chair) Connie Behe (Branch Services Librarian)  
Jane Lopp (Vice Chair) Stewart Harvey (Library Foundation Director)  
Kristi Hatfield (Trustee) Patty Jones (Circulation Supervisor)  
Connie Leistiko (Trustee) Mark Stevens  
Terry Petersen (Trustee)  
Kim Crowley (Library Director)  
Karen Marr (Minute Clerk)

**ABSENT:**

**WELCOME:** The Chair called the meeting to order at 3:05p.m. and welcomed those present.

**ADOPTION OF MINUTES:**

MOVED BY C LEISTIKO, "that the minutes of the workshop held on October 10, 2008 be adopted as presented."

SECONDED BY T PETERSEN

**CARRIED**

MOVED BY C LEISTIKO, "that the minutes of the board of trustees held on December 4, 2008 are adopted as corrected."

SECONDED BY K HATFIELD

**CARRIED**

**OPEN TIME FOR PERSONS TO ADDRESS THE BOARD:**

No one wished to speak, Chair Long closed the open time period.

**REPORTS:**

**A. Financial Report: Marr**

1. Financial statements for the month of November, 2008 show a positive cash balance in fund #2220 although it is \$98,310 less than November, 2007.
2. November expenses are below the yearly percentage.
3. Financial statements for the month of December, 2009 have a much higher cash balance in fund #2220 due to the November taxes that were posted in December.
4. December, 2008 cash balance is up \$5,236 over December, 2007.

MOVED BY K HATFIELD, "that the Financial Report for the period November 1, 2009 November 30, 2008 be accepted."

SECONDED BY J LOPP

**CARRIED**

MOVED BY K HATFIELD, "that the Financial Report for the period December 1, 2008 to December 31, 2008 be accepted."

SECONDED BY J LOPP

**CARRIED**

5. The FY10 budget process was discussed with many questions about the origination of the revenue figures.
6. A budget workshop will be held on Friday, February 6, 2009 with Mike Pence, County Administrator and Joe Garza, County Comptroller.

**B. Foundation Report: Long**

1. Jay Johnson and Kristen Hamilton are the newest members of the Library Foundation.
2. Due to by-law changes the Foundation can add members at any time during the year.
3. This is the 20<sup>th</sup> year of the Foundation.
4. There has been a donation of \$1,000 for new furniture in Bigfork with an additional \$6,000 to be raised.
5. The Foundation will sponsor the Big Read program again this year.
6. The Foundation is pleased with the direction the Board is taking and would like the Board to present a wish list.
7. A donation of \$6,200 was made to the Foundation to provide new map cases for the Reference Dept. at the Main Library and it was suggested that a plaque be applied.

MOVED BY J LOPP, “that a plaque be added to read “This map case was made possible by a private gift to the Flathead County Library Foundation.”

SECONDED BY C LEISTIKO

**CARRIED**

8. The Foundation has contracted with Sidewalk Services to remove the snow from the sidewalks at the Main Library.
9. Long invited the board members to contribute to the Foundation for 100% support.
10. A suggestion was made that the website should have a link to make donations to the Flathead County Library System, the Flathead County Library Foundation and to the Friends of the Library.
11. The Foundation would like to have another social event around the end of March to bring all the different library entities together.

MOVED BY J LOPP, “that the Library Board authorizes the Foundation to have a celebration at the Main Library.”

SECONDED BY C LEISTIKO

**CARRIED**

**C. Facilities Committee Report – Leistikio**

1. Mike Collins and Roy Beekman are the new co-chairs of the Advisory Committee.
2. The committee is enthusiastic and engaged in finding a location for a new main library.
3. The attendance of the board members at the last meeting made an impression on the committee.

4. The committee is working to obtain as much information as possible on the identified sites.
5. BJ Grieve and Kellie Danielson, from the City of Kalispell, are working together with a study that was done by the City of Kalispell.
6. The committee received a lot of positive input from interested persons in the community.
7. The next meeting will be February 10, 2009 at the Main Library in Kalispell at 4pm.

**D. Phone meeting with Roi Crouch – Leistiko, Crowley**

1. Roi Crouch is a library capital campaign fundraiser who offered her time and expertise to the board via a phone conference.
2. It is important to build public awareness of library services.
3. Need a very thorough plan from start to finish.
4. Should set a special meeting to set a plan and go forward.

**E. Director's Report: Crowley**

1. Legislative Report
  - a. Library legislative day was Wednesday, January 14, 2009
  - b. HB61 changes the rule for the Inter Library Loan reimbursement fund.
  - c. HB2 adds \$400,000 in one time money to the State Library for a statewide courier system pilot program.
2. FY09, Quarter 1 and 2 statistics
  - a. Checkouts for the first half of FY09 show an increase of 17.91% system wide.
  - b. Building traffic for the first half of FY09 has increased 11.86% system wide.
3. Columbia Falls building update
  - a. The board was asked for their input on the best solution for making the new Columbia Falls Library totally accessible to the disabled.
  - b. The options are:
    1. An elevator that could stop at all 3 levels.
    2. An elevator that could stop at 2 floors plus a lift for one person that would require an employee to be present
    3. An elevator that could stop at 2 floors plus a ramp
    4. All seemed to agree that option one, though very expensive, would be the best solution.
4. Unique Management
  - a. Connie Behe, Patty Jones and Stewart Harvey reported on the progress with Unique Management.

- b. There is a timeline for advertising to let the public know about the program to recover lost items.

**UNFINISHED BUSINESS:**

**A. Trustee Tips DVD, chapter 2**

1. Due to time issues, this was moved to the February meeting.

**B. Tour Main Library**

1. It was decided to take the tour after the meeting was adjourned.

**NEW BUSINESS:**

**A. County budget issues**

1. The county budget issues will be discussed at the workshop on February 6, 2009.

**B. Director's evaluation format discussion**

1. Lopp and Petersen will present their recommendation of the format for the Director's evaluation at the February meeting.
2. The Director's review is due at the March meeting.
3. The communication plan needs to be part of the policy manual.

**C. Library closure during Montana Library Assoc meeting**

1. The MLA Conference will be April 22 – 25, 2009 with Wednesday being a pre-conference day.
2. The board members were invited to attend the conference.
3. The Director would like to close the Columbia Falls Branch and Whitefish Branch for one day each to allow employees to attend MLA.
4. Also, the Main Branch will be closed at 4:30pm on April 23, 2009 to hold the Montana Book Awards and a reception.

MOVED BY J LOPP, "that the Library Director be authorized to close the Main Library on Thursday, April 23, 2009 at 4:30pm to hold the Montana Book Awards and reception and in addition authorize the Library Director to close the Columbia Falls Branch and the Whitefish Branch one day each."

SECONDED BY K HATFIELD

**CARRIED**

**ADJOURNMENT:** Meeting adjourned at 5:38p.m.

**NEXT REGULAR MEETING: February 26, 2009, 3:00 pm at the Whitefish Branch Library**