

A REULAR MEETING OF THE FLATHEAD COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES WAS HELD ON JANUARY 26, 2012 AT THE MAIN LIBRARY AT 9:00AM

PRESENT: Connie Leistiko – (Chair) Kim Crowley – (Director)
Al Logan – (Trustee) Rishara Finsel – (Senior Librarian)
Jane Lopp – (Trustee) Martha Furman – (Youth Librarian)
Michael Morton – (Trustee) Karen Marr – (Minutes Clerk)
Elana Weaver – (Trustee) Tom Jentz – Kalispell Planning Dept
Sean Conrad – Kalispell Planning
Steve Paugh – FBP Director
Mark Stevens

ABSENT:

WELCOME: The Chair called the meeting to order at 9:05 am
The Chair asked for introductions from Library Board members, library staff and guests.

OPEN TIME FOR PERSONS TO ADDRESS THE BOARD:

Steve Paugh, Director of First Best Place, gave a short introduction of his background and plans for the future.

APPROVAL OF MINUTES: Board Meeting, Thursday, December 8, 2011 (ACTION)

MOVED BY M MORTON, “that the minutes from the regular meeting on December 8, 2011, in Bigfork, be approved as corrected.”

SECONDED BY J LOPP

CARRIED

MOVED BY M MORTON, “that the minutes from the Board Advance on January 11, 2012, in Kalispell, be approved as presented.”

SECONDED BY A LOGAN

CARRIED

City of Kalispell Long Range Plan – City staff

The Chair proposed to move the City of Kalispell Long Range Plan by City staff ahead of the other reports.

Tom Jentz, from the Kalispell Planning Department gave an overview of the City’s plans for the Kalispell area. The City is updating the long range plan for how the City should grow in the next 5 to 10 years. They are asking for feedback on the library’s issues and concerns for the future of Kalispell and the Library. They would like to update the Board again in a couple of months.

REPORTS:

A. Financial Report – Marr

MOVED BY A LOGAN, “to accept the Financial Report for the month of December 2011.”

SECONDED BY M MORTON

CARRIED

B. Director and Staff Reports

1. Crowley shared a graph showing the number of patrons who have signed up for the OverDrive program. Flathead County Library System has the most Kindle users in the State. Lestiko suggested that patrons need to be aware of the box to check that shows “search only available items” if they are looking for something right away.
2. Janice Kalvig, the Technical Processing Librarian, has been awarded a Library Administrator Certificate with a specialization in Collection Management and Technical Services from the Montana State Library.
3. Quarterly Statistics – Finsel
Finsel reviewed the monthly, quarterly, and biannual statistics for the end of the second quarter. As the public computer sessions level off, the wireless usage continues to grow. The libraries continue to be busier than last year.
4. Crowley talked about the Employee Recognition Program that is being researched using funds from Friends of the Library. Martha Furman explained the process she has used to formulate the program. The program has four parts that include manager tools, peer to peer recognition, career recognition and results recognition for the entire staff.

C. Legal Committee Report – Leistikio

Mediation has been scheduled for March 5 & 6, 2012 at the office of Tracy Axelberg. Leistikio and Morton will be represented by Tara Fugina, the County Attorney. The committee will meet with Crowley to prepare and the Board will have the final approval on the agreement.

D. Foundation Report – Lopp

1. Logan and Morton attended the Foundation meeting this month.
2. The Friends of the Library will be holding their annual Staff Appreciation Brunch on February 17, 2012 from 10:00 am until 12:30am. Board members are invited to attend.
3. The annual fund raising letter had few responses.
4. Crowley, Kristin Hamilton, Anita Scott and Barbara Boorman attended a fundraising workshop sponsored by the Montana Nonprofit Association and led by Andy Robinson from Vermont. They learned many new ideas to help make fundraising more profitable.
5. Loud at the Library 3 is scheduled for March 22, 2012 from 5:30pm to 8:30pm.
6. Crowley presented a number of projects and funding needs to the Foundation.

Meeting recessed at 11:00 am so Trustees could move their cars

Meeting resumed at 11:15 am

E. Finance Committee Report – Morton and Logan

1. Crowley reported on the Strategic Planning Teams recommendations with the HVAC system and reconfiguration of the Circulation department as the biggest project.
2. Logan and Morton feel all the projects are worthwhile and recommend the Board approve them.

3. Logan and Morton will support Crowley in talks with the County Commission and the School District #5 regarding the replacement of the HVAC system.

F. Board Advance – Leistiko

Leistiko doesn't feel the Board has had ample time to review the findings of the Board Advance and suggested that the members review and send ideas to her.

G. Review of Committees – Leistiko

One of the things identified at the Board Advance, is what committees are needed for the future needs of the library. The standing committees need to remain but other working committees are needed to do extra work to gather information. Leistiko asked members to review the information and send recommendations to her.

NEW BUSINESS:

- A. By-Laws change – Article IV, Section 1 to read: “Regular meeting shall be held on the fourth Wednesday of each calendar month, except November and December, or at such other times and places as the Board of Trustees may determine.” – ACTION**

Discussion ensued about changing the by-laws so that Board meeting can change from Thursday to Wednesday.

MOVED BY J LOPP, “that the Board adopt the change to Article IV, Section 1 to read: Regular meeting shall be held on the fourth Wednesday of each calendar month, except November and December, or at such other times and places as the Board of Trustees may determine.”

SECONDED BY M MORTON

CARRIED

- B. Authorization to move forward with projects pending funding per Finance Committee report – ACTION**

MOVED BY J LOPP, “that the Board approve the listed projects recommended by the Finance Committee subject to funding.”

SECONDED BY A LOGAN

CARRIED

C. Policy Updates

- 1. 1004 – Donations (other than library materials) ACTION**

MOVED BY J LOPP, “that the Board send Policy #1004 back to the committee for revisions and take no action on Policy #1002 and Policy #2011 until a future meeting.”

SECONDED BY A LOGAN

CARRIED

- 2. 2010 – Rules of conduct ACTION**

The name of this policy has been changed from Rules of Conduct to Customer Conduct with the addition of the following: “Bringing a knife, gun, or any other weapon into the Library” under unacceptable behavior.

MOVED BY M MORTON, “that the Customer Conduct policy #2010 which replaces the old Rules of Conduct policy be adopted as presented.”

SECONDED BY E WEAVER

CARRIED

3. 3001 – Circulation Policy ACTION

This policy has been renamed and the policy has been re-written to exclude things that are covered under other policies.

MOVED BY A LOGAN, “that the Board approve the revised Borrowing Privileges (Formerly Circulation Policy) #3001.”

SECONDED BY M MORTON

CARRIED

4. 1002 – Confidentiality of Library Records ACTION

No action taken – moved to February meeting.

5. 2011 - Photography, Videotaping, and the Use of Other Recording Devices ACTION

No action taken – moved to February meeting.

HOUSEKEEPING:

ADJOURN:

Next Regular Meeting: February 22, 2012, Main Library Kalispell