



## LIBRARIES

**Library Board of Trustees Meeting  
Wednesday, December 3, 2014, 9:00 am  
ImagineIF Bigfork**

### MEETING MINUTES

**Present: Al Logan, Jane Lopp, Michael Morton, Connie Leistiko (Board); Kim Crowley, Connie Behe, Teri Dugan, Sean Anderson (Staff); Dori Muehlhof (Foundation)**

- I. Call to Order:** Logan called the meeting to order at 9:06 am.
- II. Open time for persons to address the Board:** M. Morton complimented the Library Foundation for the personal handwritten thank you notes.
- III. Approval of Minutes:**  
**Moved by J. Lopp** "that we approve the minutes of the October 22, 2014 Board meeting as presented."  
**Seconded by M. Morton** **APPROVED**
- IV. Reports**  
**Finance Report:**  
**Moved by M. Morton** "that we accept the October Finance Report as presented."  
**Seconded by C. Leistiko** **ACCEPTED**

#### **Stories Worth Telling: Lean Libraries in Action- Behe**

- C. Behe presented the transition to pre-processing materials at ImagineIF.
- ImagineIF Libraries is the first and only library in Montana to receive materials completely pre-processed. This innovative move has been enthusiastically supported by Montana State Library staff. Receiving materials pre-processed has allowed staff time to be reallocated to more direct interaction with customers, such as Adult Programming and Outreach.

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

- K. Crowley presented the staff report about various initiatives and activities.
- K. Crowley reported on the Library Director's Conference in Chattanooga.
- M. Morton suggested giving the County Commissioners copies of the monthly Director's report.
- Library closures are clearly publicized on our website and events calendar. Phone messages will now also reflect changes in library schedules.

**Statistics:**

- Behe presented October 2014 Library Statistics.
- Most items on the library progress report are on target or ahead of target.

**Foundation Report:**

- D.Muehlhof gave a Lunch and Learn program progress report.
- Annual donation appeal letters went out in November.
- New Foundation Board members will be voted in on December 17<sup>th</sup>.
- A. Logan reported the Foundation is focusing on annual giving and other opportunities for raising money for new library buildings.
- A strategic planning session is planned with Ned Cooney in February.

**Facilities Committee Report:**

- M. Morton reported viewing several properties in Kalispell for possible future library sites.
- Projects for different library buildings can be worked on separately and with various time frames.

**Policy Committee-Behe, Crowley**

**Policy 1004: Donations (other than materials)**

- Recommend formatting changes to make policies current.

**V. Old Business**

**Strategic Plan Communications: plan for building communications with Commissioners.**

- C. Behe reported about a marketing interview she had with G. Krueger. She used a marketing questionnaire intended to gather information about people who may not use the library. The meeting serendipitously helped to build a positive relationship with G. Krueger. K. Crowley and C. Behe scheduled a follow up tour at the library.

**Strategic Plan Site Selection: Board will determine a site selection process**

- A checklist for site selection is being developed.

**Strategic Plan Outreach: Board will ask all elected officials in Flathead County to have a library card**

- T. Guidi will report in January meeting.

**VI. New Business:**

Policy 1004: Donations (other than materials) **(ACTION)**

**Moved by J. Lopp** "that we adopt Policy 1004 as revised and presented."

**Seconded by C. Leistiko** **APPROVED**

**Moved by J. Lopp** "to amend wording from "will" to "may" in policy 1004."

**Seconded by C. Leistiko** **APPROVED**

Early Closure on December 24<sup>th</sup> **(ACTION)**

**Moved by J. Lopp** "that the library close at 3pm on December 24, 2014."

**Seconded by M. Morton.** **APPROVED**

C. Crowley January vacation **(ACTION)**

**Moved by M. Morton** "to approve K. Crowley's vacation in January and approve use of approximately 5 days Leave without Pay.

**Seconded by C. Leistiko** **APPROVED**

A. Logan announced that Nancy Callan and Kim Crowley have been certified with continuing education credits with Montana Library Association.

**VII. Housekeeping:**

- January 28, 2015, 9AM ImagineIF Kalispell, next regular meeting.

**11:32 pm Adjourn**