

**Flathead County Library  
Board of Trustees Meeting Minutes  
Columbia Falls, former First Citizen's Bank Bldg.  
February 28, 2008  
Corrected**

- I. **Call to Order** – Hanson called the meeting to order at 7:00p.m. Present were Laura Long, Anne Moran, Kala Lougheed, Library Director, Kim Crowley and Stewart Harvey, Library Foundation Director. Absent – Dave Hilde A sign-in sheet is available with the members of the public who were present.
  
- II. **The minutes of the January meeting were approved as corrected upon motion by Kala Lougheed with second by Moran.**
  
- III. **Open Time for Persons to Address the Board –**
  
- IV. **Tour of bank building and report by Glacier Gateway Task Force** – The Board was given a tour of the Glacier Bank building by members of the Glacier Gateway Task Force. There were several members of the public present including the Columbia Falls Library Association and an employee of the Columbia Falls Branch Library. Dave Renfrow would like the Library Board to appoint representatives to their committee to study their proposal that might include the Columbia Falls Branch library. He thinks they need to move quickly because they have an option to purchase by June 1, 2008. The Board agrees that it's a great concept but Moran thinks it's too soon to make a motion. Hanson stated it will take a month to make a firm commitment. Lougheed wants it on the agenda for the next meeting. Stewart Harvey committed his service to facilitate the process.
  
- V. **Reports –**
  - Financial Report** – Marr reviewed the financial reports noting several big expenditures for the month of January, 2008 although spending is under budget. Crowley listed several changes that will be made to move some expenses from one line item to another. The Financial Reports were approved with the noted changes upon motion by Laura Long and *second by Moran.*
  
  - Director's Report** – Crowley mentioned that one of the Professional Librarians has left and there is also a 16 hour shelving position open. There is another shelver at the Main Branch who has been out for several weeks with a knee injury. The Librarian position was advertised but a candidate was not selected. The position will post again on April 7, 2008 in order to get a larger pool of applicants.  
Discussion was held in reference to the visit by the FBI regarding internet usage and credit was given to the employees for handling the situation in a professional manner during the Director's absence. The Board issued their thanks to those involved.
  
  - Building Committee** – Crowley reported that the building committee has met twice and is looking at several properties in the Kalispell area. Jeff Kuhn,

with Montana DEQ, will be attending an upcoming meeting of the Building Committee to discuss the contamination situation in the Kalispell area. Hanson said the Library Board has not officially appointed anyone to the Building Committee and would like the Library Board to give the committee some direction. He wants the Board to be notified of the Building Committee meetings and wants to receive minutes of the meetings in the future and of the meetings already held. Moran added the name of Michael Collins of Whitefish to the membership of the Building Committee. Crowley read the current list of committee members, including Collins, and the entire list was appointed upon a motion made by Moran. *The members of the committee are as follows: Bob Lopp, Dave Hilde, B.J. Grieve, Roy Beekman, Susan Burch, Linda Engh-Grady, Lil Dupree, Susan Moyer, Michael Collins, Mark Johnson, Barb Riley, Jim Lehner, Kim Crowley and Stewart Harvey.* Hanson stated he is upset about articles continuing to appear in the news that reflect the Tidyman's store as still being a consideration. Hanson, Lougheed and Moran all stated that they are against Tidyman's as a location for the new main library. Lougheed stated that it is on record that she feels the public was misled. Hanson said they had done plenty of due diligence on Tidyman's and it is a dead issue.

Harvey mentioned there are Federal Tax Credits for certain census tracts in Kalispell and the Tidyman's building is in one of them.

#### **Foundation Report –**

#### **VI. Old business –**

##### **Organization Chart – postponed**

**Impact Fees – postponed until next meeting.** Moran would like a narrative from Crowley with the recommendations. Pros and Cons.

**Director's Review Format –** Crowley thinks it's too late in FY08 to conduct a 360 degree review. The Director's review will continue in the old format for FY08 with a plan to implement the 360 review for FY09 upon a motion made by Anne Moran. Hanson read "Guidelines for Conducting Executive Sessions (Closed Meetings) for Evaluating the FCLS Director. *Copy included with minutes.*

#### **VII. New Business –**

##### **Discussion and Action Stemming from Reports**

**VIII. Board Comments –** Moran apologized for not having more to discuss regarding the Action Plan. Harvey thanked the Board for being able to participate in discussions regarding the Building Committee and the Foundation.

**IX. Adjournment –** The meeting was adjourned at 9:35 pm.

Next meeting will be at the Main Library, April 3, 2008 at 7:00pm.

Karen Marr, Secretary

## **Guidelines for Conducting Executive Sessions (Closed Meetings) for Evaluating the FCLS Director**

Montana's Open Meeting Laws provide that the presiding officer of any meeting may close the meeting during the time the discussion relates to a matter of individual privacy and then if and only if the presiding officer determines that the demands of individual privacy clearly exceed the merits of public disclosure. The right of individual privacy may be waived by the individual about whom the discussion pertains and, in that event, the meeting must be open. [2-3-2-3 (3) MCA]

It is the belief of the current Chair that the Annual Director's Evaluation should be conducted in a closed session; however, the final decision rests with the Director.

No minutes or recordings of a meeting closed for privacy issues shall be made, nor shall minutes be kept.

The Director may request one or more persons be allowed to sit in on the evaluation; however, such persons are to be observers only, and not participants. Such observers shall maintain confidentiality regarding any matter brought up in the Executive Session, or may face disciplinary action if such confidentiality is breached.

No Executive Session shall be held to discuss the Director's performance unless the Director is given the opportunity to be present.

A written evaluation is to be completed by each member of the Board. Board members are encouraged to be thorough in their evaluations, as little benefit from the process results from a superficial evaluation. Mention the positive as well as any shortcomings.

The entire Board will participate in the oral evaluation session with the Director. The oral evaluation should be conducted in a manner intended to highlight the positive and to tactfully point out perceived shortcomings. The shortcomings should be discussed objectively, without rancor. The Board should establish realistic expectations in establishing goals for the Director to take within an established time frame to improve performance in areas noted as deficient.

The entire Board, or a committee of the Board, may summarize the individual written evaluations and the oral evaluation into a single written evaluation. Each Board member will be asked to sign the summary evaluation prior to its being placed in the Employee's Personnel File. Each Board member will be provided a copy of the summary so they can use it to measure improvements in areas of concern over time.

The evaluation process is a private matter, and is not to be discussed publicly.