

**Flathead County Library
Board of Trustees Meeting Minutes
Main Branch, Kalispell
May 22, 2008**

I. Call to Order – Hanson called the meeting to order at 7:03p.m. Present were Laura Long, Anne Moran, and Library Director, Kim Crowley. Kala Loughheed was absent and there is one open position on the Board. Barbara Boorman was in attendance as a Library employee and Library Foundation member. Also present was Mark Johnson, co-chair of the Citizens Advisory Committee for Flathead County Library Facilities.

II. Approval of Minutes – May 7th, 2008
Anne Moran added that the Federal LSTA contract for funding for the Marion Branch Library is being investigated by the State Library. She also asked that any additions and corrections be added to the current minutes as well as the month of the changes. Anne Moran made a motion to accept the minutes of May 7th, 2008 as corrected. Laura Long seconded and the motion passed.

III. Open time for persons to address the Board – no one present to speak

IV. Reports -

A. Financial Report – Marr

The financial reports were reviewed with no unusual expenses noted. One line item transfer has been made to move \$1,000 from Training (28) to Professional Services (24) for the facilitator of the Board strategic planning meeting last October. We received a check from Patty Jones for the SIRSI/Dynix meeting she attended in Detroit in the amount of \$1,133.37 which will reduce the overage in the Training line item (28). Patty was reimbursed by the state for her lodging and airline expenses that were originally paid by the Library. The budget amendment to move \$117,964.40 from cash in the Depreciation Fund to expenses was passed by the Commissioner's *Wednesday, May 21, 2008*. Once the Finance Department gets the paperwork from the Commissioners, the transfer will be made for the computer expenses. Marr mentioned the updated Org chart in the Board packets that reflects the change in position for an employee leaving on June 2nd. Laura Long made a motion to accept the financial report and Anne Moran seconded. The motion passed.

B. Director's Report

a. Building Committee update – Mark Johnson

Mark Johnson spoke regarding the PowerPoint presentation that was created by Michael Collins. He said the Committee would like to meet with the entire Library Board to be sure they are both headed in the same direction. Kim Crowley is obtaining answers to the list of questions the Committee presented at their last meeting and will send the answers the Board as well as the Committee. The Board agreed to attend the next Committee meeting on June 17th at 4:00pm. Jerry Hanson thanked the co-chairs for their hard work.

b. Columbia Falls update –

It was discussed that a lease agreement or a buy/sell agreement needs to be in place before transferring the \$100,000.00 to the First Best Place Task Force. Jerry Hanson sent a letter to the FBPTF stating the Library Board's commitment (see attached). There is no time line set except for the June 1st deadline to purchase the property. The current area for the Library is 5,100 sq ft w/o the vault but plans are being drawn to extend the outer walls to increase the space to 7,000 sq ft. Anne Moran would like to have pro-forma operating costs before signing a lease. Jerry Hanson said the Building Committee should be asked to help with expenses and costs. Hanson said that specific issues will be a little bumpy for a short time.

Crowley mentioned other subjects in the Director's Report – The Library management Team received Chapter 9 of the Trustees handbook regarding communications between staff and board members, as the Board requested. Crowley & Stewart Harvey conducted training for non-profits and showed them the online database. There are books and videos available for check out as well. Eighteen different agencies were represented at the training. Crowley attended the Chamber Commissioners Forum luncheon and was pleased that Gary Hall mentioned the Library System twice concerning the great needs of the Library.

The 3M representative will be here mid-June to inspect the self-check machines and make recommendations to increase their efficiency.

Phone interviews are scheduled for applicants for the open position of Professional Librarian with the intention of having in-person interviews conducted by June 13th.

Laura Long and Kim Crowley attended a Trustees Workshop in Polson. They found it very informative and full of great ideas. One concept is to seek investors instead of donors or contributors. Laura Long appealed to other Board members to attend.

Moran questioned why the Director's report did not include the old format (from library management team members) as well as the new format. Crowley asked for clarification as to what the Board would like. Moran stated that a combination of the two or two separate reports would be desirable.

C. Foundation Report – Long

Laura Long praised Stewart Harvey, Foundation Director, for his efforts with structure, committee reports, updating by-laws and investment guidelines. The "Big Read" will require \$15,000 in matching funds some of which can be in kind. Also, the Foundation webpage is in process.

V. Old Business

A. Marion Branch library –

Kim Crowley asked the Board for their input. Jerry Hanson thinks it's probably not a wise move to close the Marion Branch due to the involvement with the Federal contract. It might cause more negative results than leaving it as status quo. He says he feels that Marion will be growing. There is nothing budgeted for Marion services. Laura Long asked if there were other ways to arrange services. Anne Moran is opposed to closing. Jerry Hanson suggested polling the Marion residents or the FCLS cardholders from Marion to see how they feel. Crowley

suggested that we must be prepared to respond positively to what we hear in the survey. She stated that it is not so much the 10 hours of staff time we could recoup by closing the branch as much as the fact that the service provided there is not nearly up to the standards of FCLS. After a poll is completed and the information is received from the State Library, the Board will revisit the matter.

B. Statistics – how often?

No decision was reached because Jerry Hanson proposed that the statistics be posted on the Library website so they could be reviewed at any time. Crowley will consult Brett about the feasibility and get back to the Board.

VI. New Business

A. Appoint Board Member to Building Committee

Jerry Hanson appointed Anne Moran as representative to the Building Committee unless Kala Lougheed, the Kalispell representative, wants to be on the Building Committee.

B. Whitefish area board position

Four applications were received for both open board positions of which 2 live in Whitefish. Laura Long has asked the Board of County Commissioners to move her appointment to the Bigfork area, since she is now living in Bigfork. Laura Long suggested that the applicants be invited to the next Board meeting in Whitefish on June 26 before a decision is made. Jerry Hanson will notify the Commissioners on the status of these positions.

C. FY09 Budget

Performance Measures and Workload Indicators

Anne Moran approved the FY09 Performance Measures and Workload Indicators with corrections to the percentages used. Laura Long seconded and the motion passed.

FY09 Goals and Objectives

Anne Moran moved to accept the FY09 Business Plan with a few changes in the wording. Laura Long seconded and the motion passed.

Fund 4020

Laura Long moved to accept the FY09 budget for the Depreciation Fund as presented. Anne Moran seconded and the motion passed.

Fund 7055

Anne Moran moved to accept the FY09 budget for the Gifts & Donations Fund as presented. Laura Long seconded and the motion passed.

The communications goals for the Director were reviewed. Laura Long made a motion to accept the Communication Goals as presented by Anne Moran and Kala Lougheed and modified by Laura Long. The motion was with-drawn. Crowley wants to review the final copy before accepting. The Board will ratify at the next meeting and will sign the evaluation at that time.

Anne Moran wants the Board to re-visit the idea of recognizing donors in the Library specifically Parkside Federal Credit Union that has donated \$6,000 per year to the summer reading program.

Jerry Hanson again requested the addition of Board Comments to the Agenda. Jerry Hanson suggested that the 360 degree review committee get started so that process is ready for the Director's review next year.

VII. Adjournment – Meeting adjourned at 9:22pm.

Next meeting will be at the Whitefish Branch Library on June 26, 2008 at 7:00pm. (includes election of officers for coming year).

Karen Marr, Secretary