

**Flathead County Library**  
**Board of Trustees Meeting Minutes**  
**Main Branch, Kalispell**  
**May 7, 2008**  
*Corrected*

- I. Call to Order** – Hanson called the meeting to order at 7:00 p.m. Present were Anne Moran, Kala Lougheed, Library Director, Kim Crowley, Assistant Library Director, Lisa Kean and Reference Librarian, Martha Furman. Laura Long was absent and there is one open position.
- II. Approval of Minutes – April 9<sup>th</sup>, 2008 and April 16<sup>th</sup>, 2008**  
Kala Lougheed made a motion to accept the minutes of the April 9<sup>th</sup> meeting as presented and Anne Moran seconded. Motion passed.  
Anne Moran made a motion to accept the minutes of the April 16<sup>th</sup> meeting as presented and Kala Lougheed seconded. 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. Discussion was held concerning a budget amendment in the Library Depreciation Fund (4020) to move \$100,000.00 from cash to the line item for Capital Outlay Bldg. This money was pledged to the First Best Place Task Force by the Board to be used toward the purchase of the Glacier Bank building in Columbia Falls. Crowley also asked that the Board approve a budget amendment to move \$17,964.40 from cash in the Library Depreciation Fund (4020) to the computer line item. This would allow a transfer from the Library Fund (2220) to the Library Depreciation Fund (4020) to cover the purchase of 2 microfilm scanners that had not previously been budgeted. This would leave money in the main fund to purchase needed Useful public computers. Anne Moran made a motion to approve the two budget amendments and the transfer for the scanners. The motion passed after a second by Kala Lougheed.
- B. Director’s Report**
- a. Statistics –**  
Lisa Kean discussed the statistics for the Volunteer program that show the number of hours worked and a list of the duties they perform. The Whitefish and Main branches have the equivalent of one full time person a week. Crowley handed out monthly statistics for the first 3 months of the calendar year showing checkouts, check-ins, gate counts, and programming. Also, fiscal year-to-date figures for customer use, circulation and quarterly circulation. The Board will decide by the next meeting, the frequency of each report they would like to see.
- b. Building Committee –**  
The next meeting of the Advisory Committee will be on Tuesday, May 13, 2008 at 4pm at the Main Library.

### **c. Columbia Falls update –**

Crowley and Hanson reported on a meeting they attended last week with the First Best Place Task Force. An electronic blueprint of the building is being prepared to go to an architect and then to a library space planner. At that point costs can be gathered for the remodel. According to Jonathan Smith, the County Attorney, there are three options. #1. The Library can give the \$100,000 and own ¼ of the property and the County would require a current appraisal. #2. The Library can give the money to be used for the construction. #3. The money could be used to purchase furniture and equipment. In this option, the Library would have to put the furnishings and equipment out to bid. In any event, the Library would have to have a long term lease. Glacier Bank will loan the money for the purchase of the property against the pledges and would buy back the building if the funds are not raised. Moran said the Board needs to consider the cost of the operating funds. The first goal is to purchase the property by June 1, 2008.

### **d. Org chart -**

The revised organizational chart was reviewed by the Board with no further modifications.

### **e. Handy letter**

Martha Furman discussed a letter of complaint received from a parent about the book her child had checked out. Martha explained the policy to the parent and asked if she would like to fill out a complaint form or a “How’d We Do” that would go to the Board. The Board decided it would be best if Crowley followed up with a short note and a copy of the policy to the parent.

Crowley also presented a list of pros and cons for closing the Marion Branch Library because with limited resources that branch doesn’t get the standard of services available at the larger branches. Hanson suggested a survey of the Marion residents to better assess the use. This will be on the agenda for the next meeting when the Board has had some time to investigate. *The Federal LSTA contract for the funding of the Marion Branch is being reviewed by the State Library.*

Crowley announced the “Big Read” grant that has been awarded to the Library System.

## **C. Foundation report – no report**

## **V. Old Business**

### **A. Board trustee vacancy –**

Hanson wants to leave Long as the Columbia Falls representative and advertise the open position in Bigfork. Since Long resides in Bigfork, she can apply for that open position if she chooses and then they would advertise the open position in Columbia Falls. Lougheed moved to advertise the Bigfork position on May 9, 2008 and close it on May 22, 2008. Moran seconded and the motion passed.

### **B. Executive session for completing Director evaluation and salary**

This item was conducted after the New Business because of time issues.

## **VI. New Business**

### **A. FY09 Budget -**

The FY09 budget for the Library Fund (2220) was reviewed and two (2) changes were requested by Crowley. She asked that the \$6,000 in Machine Repair/Maint (363) be moved with \$2,000 going to the Computer Equipment line item (215) and the remaining \$4,000 going to Contracted Services (398) to cover the cost of a new debt collection system. Kala Lougheed made a motion to accept this draft of the budget for Fund 2220 with the two changes stated above. Anne Moran seconded and the motion passed. A revised copy will be sent to the Board by Crowley.

The budgets for Library Depreciation Fund (4020) and the Gift and Donation Fund (7055) will be reviewed at the meeting on May 22, 2008.

### **Performance measures and workload indicators**

This item was postponed until the May 22, 2008 meeting.

### **FY09 Goals and Objectives**

This item was postponed until the May 22, 2008 meeting

**No further business will be conducted after the open meeting is reconvened, other than to act to place in the public record the decision on the Director's compensation for FY09.**

## **CLOSE THE EXECUTIVE SESSION**

### **Reconvene Open Meeting at approximately 9:45pm**

Discussion of director's compensation.

The 4% COLA increase, approved for all employees by the commissioners, is automatically given to the director as part of her contract. Moran moved that the director be compensated at last year's salary plus the 4% COLA increase and no other increase be applied. Lougheed seconded. All voted in favor.

## **VII. Adjournment** – Meeting adjourned at 10:10 pm.

Next meeting will be at the Main Library, May 22, 2008 at 7:00pm.

Karen Marr, Secretary

*Corrections are in italics.*