

**A REGULAR MEETING OF THE FLATHEAD COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES WAS HELD ON JUNE 24, 2010 AT THE MAIN LIBRARY AT 9:00 AM**

**PRESENT:** Jane Lopp (Chair) Kim Crowley (Library Director)  
Kristi Hatfield (Trustee) Karen Marr (Minute Clerk)  
Connie Leistiko (Trustee) Connie Behe (Senior Librarian for  
Laura Long (Trustee) Branch Services)  
Michael Morton (Trustee) Tracy Cook (MT State Library)  
Tara Fugina, Deputy County Attorney Mike Jensen, City of Whitefish Mayor  
John Phelps, Whitefish City Attorney  
Billy Butts, Robert Webb, Lynette Hintze, Barbara Boorman, Dorothy Laird, Jake Heckathorn, Molly Priddy, Michael Collins, Anne Shaw Moran, Mark L. Stevens

**ABSENT:**

**WELCOME:** The Chair called the meeting to order at 9:16 am and welcomed those present.

**OPEN TIME FOR PERSONS TO ADDRESS THE BOARD:**

Members of the Board, staff, and guest Tracy Cook from the Montana State Library, Were introduced. Billy Butts and Robert Webb introduced themselves as applicants for the board position being vacated by Kristi Hatfield. Lopp noted that this is Hatfield's last meeting. The third applicant for the position, Elana Weaver, was unable to be present.

**APPROVAL OF MINUTES: Board Meeting, Thursday, May 27, 2010 Continued Tuesday, June 1, 2010 (Action)**

MOVED BY L LONG, "that the minutes from the regular meeting on May 27, 2010, continued Tuesday, June 1, 2010 be approved."

SECONDED BY C LEISTIKO

**CARRIED**

**REPORTS:**

**A. Financial Report – Marr**

It was noted that most of the May 31<sup>st</sup> property tax payments were posted resulting in a better cash balance. More taxes were expected to be posted during the first week of June. Leistiko asked about the progress with the Columbia Falls Discovery Center in relation to the \$100,000 set aside in the Library Depreciation Reserve Fund. Crowley reported that she will meet on June 29<sup>th</sup> with the First Best Place Task Force to discuss the master planning process.

MOVED BY C LEISTIKO, "to accept the Financial Report for the month of May, 2010."

SECONDED BY L LONG

**CARRIED**

## **B. Director's Report – Crowley**

1. Crowley called attention to the large “Thank You” card from the Evergreen Elementary School students posted on the wall along with a book of thank you letters from students at Hedges Elementary School.
2. Summer Reading statistics as of June 23, 2010 show that 695 children have been signed up in the first 10 days of the program. There are also 200+ teens signed up.
3. Crowley reported on the wonderful job that has been done by the new janitor along with extra help from two other County employees that usually work in the Blue Building. The floors are so clean and shiny and staff is thrilled with their appearance.
4. **May Statistical Report –**
  - a. The checkouts for the month of May have increased by 60% over the past five years.
  - b. YTD statistics for checkouts show an increase of 8.50% while building traffic is up 2.16% systemwide.
5. **How'd We Do Report –**

A question was asked about the comment that the 1 hour time limit for computer use is being abused by some customers. Crowley explained that the computers do have one-hour time limits that will logout the user from his or her session. Some people do jump right back on but staff members try to monitor this.
6. **Fax services – Behe**

Behe reported that the public fax service is taking considerable staff time because it is so inexpensive many people come to the library just to send and receive documents. When fax machines first came into existence, they were used primarily to answer questions by sending reference materials to customers and other libraries. Staff has researched the use of a self-service fax machine that customers can use with a credit card. This system will be piloted at the Main Library. The current fax policy will be revised and presented to the Board at the next meeting.
7. **Correspondence: Whitefish Library Association regarding donations**

Copies were presented of a letter dated May 13, 2010 from the Whitefish Library Association to Crowley regarding the purchase of an adjustable check-in table for the Whitefish Branch Library. A copy of Crowley's response dated June 24, 2010 was also included in the packet.

## **C. Montana State Library Report – Tracy Cook**

1. Tracy Cook reviewed the changes made to the Administrative Rules for Public Library Standards that will become effective July 1, 2010:
  - a. insurance for buildings and collections should be reviewed every three years
  - b. Evaluation of the collection should be ongoing
  - c. Collection policies no longer need to be sent to the MSL

- d. Libraries are no longer required to do an annual survey of users. Instead they are encouraged to obtain feedback from users and non-users in a variety of formats.
  - e. Library boards are required to meet at least 6 times a year
2. Cook commended the FCLS for its outstanding collection management policy and noted that the MSL Collection Management Honor Roll guidelines were being updated. The MSL website currently reflects the old approach which is being changed and updated.
  3. Cook noted the changes in the ILL reimbursement program; the funds have been repurposed to cover statewide OCLC costs and ongoing costs for the Montana Shared Catalog.
  4. Cook explained the statewide courier project, which is a two year pilot program funded with one-time money from the state legislature. Crowley commented that FCLS has a staff person that picks up and delivers materials five days a week from each branch and puts materials on the bus. Also, the Partner libraries will continue to use the bus as a more inexpensive means of delivering materials throughout the state.
  5. Broadband Technology OP Grant—a statewide grant was submitted by the Montana State Library for federal stimulus money. If funded this will be the largest grant ever for libraries in the state of Montana and will require significant reporting. As part of this grant the FCLS has asked for a new laptop lab for instruction.
  6. Cook invited the trustees to attend the Annual Fall Workshop on September 24<sup>th</sup> and 25<sup>th</sup> in Great Falls. There will be a futurist from New Jersey who will speak on the future of 21<sup>st</sup> century libraries. Mary Bushing will speak on evaluating personnel and boards. Also, there will be a Library Leadership Workshop on October 9<sup>th</sup> in Billings and November 6<sup>th</sup> in Missoula featuring Pat Wagner from Pattern Research.

#### **D. Visit to Richmond Public Library, BC – Lopp**

Lopp reported on her recent visit to Vancouver, BC where she visited both the large urban, downtown Vancouver Public Library and the smaller Richmond Public Library. The Richmond Public Library and its branches are considered the most progressive in Canada and is a model for libraries across North America. Lopp was impressed with the welcoming environment, the manner in which the materials were displayed on face-out shelves, and the emphasis on quality customer service.

**UNFINISHED BUSINESS: none**

**NEW BUSINESS:**

#### **A. Sanders County Contract (Action)**

The annual contract with Sanders County to supply books for their bookmobile was reviewed with no changes. They exchange the books 2-3 times a year.

MOVED BY L LONG, “that the Board approve and adopt the agreement for another year”.

SECONDED BY C LEISTIKO

**CARRIED**

**B. Finalize report/response to City of Whitefish (Action)**

Whitefish Mayor Mike Jensen and Whitefish City Attorney John Phelps were introduced. In response to the request for information from Mayor Jensen and Councilor Phil Mitchell, made at the May Board meeting, Laura Long and Connie Leistikio presented a draft cover letter and response addressed to the Whitefish Mayor and City Council. After reviewing, discussing, and editing the report, it was

MOVED BY C LEISTIKO, “that the Board adopt the cover letter as presented with the corrections that have been suggested, along with the accompanying documentation, Sections 1-4, to be transmitted as soon as practical to the Mayor and Whitefish City Council.”

SECONDED BY L LONG

Hatfield, Leistikio, Long and Lopp voted aye.

Morton abstained explaining that due to his lack of experience and background information at this time, he did not feel qualified to vote on this issue.

**MOTION CARRIED** The approved report is attached.

**C. Interlocal Agreement with City of Whitefish (Action)**

City of Whitefish Mayor, Mike Jensen thanked the Board for addressing the issues as they requested and asked if the Board was in receipt of a letter from the City of Whitefish requesting an extension of 120 days to give notice of termination of the interlocal agreement. Lopp answered in the affirmative and stated that with the interlocal agreement there were three options to consider: status quo, terminate the agreement, or grant an extension. Jensen said an extension would give the council time to address issues thoroughly and deliberately. He would like to meet informally to discuss a council resolution before there was a dissolution or separation. Jensen added that it would also give time to possibly receive an opinion from the Attorney General. Discussion ensued.

MOVED BY C LEISTIKO, “that the Flathead County Library Board of Trustees approve the Whitefish City Council request of a 120 day extension of the deadline for giving notice of termination of the Interlocal Agreement. Such extension shall be to a date certain October 28, 2010, applies to both parties, be in writing and signed by the Library Board and Whitefish Council Chairs.”

SECONDED BY M MORTON

**Discussion:**

Michael Morton stated that the Library Board has gone to a lot of trouble and produced a document stating clearly what the position of the FCLS Board is relative to the issues raised by the Whitefish study group. He said all this Board has is a report from a citizen’s group in Whitefish and he thinks it would be appropriate, before discussions take place, if there was an official statement from the City of Whitefish as to what their position is.

Mayor Jensen responded that the Council is trying to become educated and is getting up to speed. The Council was unaware of the issue, there has been turnover of the Council and the Council is in a learning mode. The Mayor said he was not able at this time to speak for the position of the Council.

The letter and report from the FCLS Board will be reviewed by the Council. Jensen stated that the number one issue for the Council will be whether this is financially feasible.

**The motion carried unanimously.**

**ADJOURNMENT:** Meeting adjourned at 12:45 pm

**NEXT REGULAR MEETING: July 22, 2010 at 9:00 a.m. at the Main Library, Kalispell**