

**A REGULAR MEETING OF THE FLATHEAD COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES WAS HELD ON JUNE 27, 2012 AT THE MAIN LIBRARY AT 9:00AM**

**PRESENT:** Connie Leistiko – (Chair)                                Kim Crowley – (Library Director)  
Michael Morton – (Vice-Chair)  
Al Logan – (Trustee)     Connie Behe – (Assist. Director)  
Elana Weaver – (Trustee)     Teri Dugan – (Minutes Clerk)  
Bernadette Kemler- (Columbia Falls)  
Tom Heinecke- (Morrison Maierle, Inc)  
Tom Coburn- (Morrison Maierle, Inc)  
Barry Conger-( FBPTF)  
Hilary Hutcheson- (FBPTF)

ABSENT: Jane Lopp (Trustee)

**WELCOME:** The Chair called the meeting to order at 9:00 am.

MOVED BY M MORTON “I move that the agenda as printed and presented can be adjusted to fit circumstances at the discretion of the chair.”

SECONDED BY A LOGAN **CARRIED**

Leistiko pointed out that agenda item D under New Business should read “Proposed By-Laws change regarding manner of acting.”

**OPEN TIME FOR PERSONS TO ADDRESS THE BOARD:** Introductions were made from Trustees and staff. Members in the audience introduced themselves.

**APPROVAL OF MINUTES: Board Meeting, Wednesday, May 23, 2012 (ACTION)**

MOVED BY A LOGAN, “that the minutes from the regular meeting on May 23, 2012, be approved as presented.”

SECONDED BY E WEAVER **CARRIED**

**REPORTS:**

**A. Financial Report – Dugan, Crowley**

MOVED BY M MORTON, “to accept the Financial Report for the month of MAY, 2012.”

SECONDED BY A LOGAN **CARRIED**

**B. Director and Staff Reports**

1. HVAC System update
  - a. Tom Heinecke and Tom Coburn from Morrison Maierle, Inc presented the various bid options for the HVAC system upgrade for the library.
  - b. Two different system types with alternatives were presented with bid costs.
  - c. Heinecke provided answers to questions raised by the board in the presentation.
  - d. Crowley explained that the commissioners approved PILT money contingent upon Alternative Bid #1 that connects the two systems together as presented. Crowley

explained that the cost for Alternative Bid #3 is \$292,903.00 and that \$160,000 would be PILT funded, \$67,000 School District 5 funded, and the balance from the Library Depreciation fund.

- e. Two options were presented for temporary cooling. These included options to rent and options to buy portable cooling.
- f. Heinecke explained how a decision must be made as to what option the Board chooses so a contract can be signed.
- g. The projected completed date for the HVAC upgrade is October 1, 2012
- h. Crowley showed the Board where the money was budgeted for the HVAC upgrade in the 4020 Library Depreciation Fund for FY13.

## 2. Budget Discussion

- a. Crowley passed out the Fiscal Year 2013 Budget Request and made clear various funding for projects.
- b. Crowley explained the changes in the proposed FY13 budget that were made by the County Finance Department: Fund 2220 has a small change as the unemployment rate increased from .25 to .42. In the Library Depreciation Fund there is a transfer in from PILT of \$160,000 and the School District 5 contribution as miscellaneous revenue of \$67,000. Also added is the remaining cost for the engineering.
- c. Crowley pointed out that our Revenue has increased 2% and our expenditures have increased 6%. The funding will come out of our cash balance.
- d. Crowley asked that the adjusted FY2013 budget be approved by the Board with the changes that have been made.

**MOVED BY M MORTON**, “that the Library Depreciation Fund FY13 Budget and the Library Operating Account FY13 Budget which was previously approved by this board, but later changed by the Commissioners, be approved with the new changes.”

**SECONDED BY A LOGAN**

**CARRIED**

**MOVED BY A LOGAN**, “to accept the Van Dort bid proposal for Alternate #1, 2, and 3 for a total of \$292,903.00 and authorize for Leistikio as Chairman to sign the contract.”

**SECONDED BY M MORTON**

**CARRIED**

## 3. Mobile Chilling Discussion

- a. Heinecke’s options for temporary spot cooling were discussed.
- b. The Board was in agreement that purchasing small units at approximately \$500 apiece and renting two units from Johnson Controls, rather than renting large units and extensive duct work with an estimated cost of \$37,000, would be the best choice due to the expense and disruption of renting units.

## 4. Columbia Falls Library Redevelopment- Weaver, Crowley

- a. Weaver reported consideration was being made to ask the Library Foundation to purchase the Discovery Square Property.

- b. After purchase an earnest fundraising effort would begin.
- c. Weaver asked for The First Best Place Task Force to present to the board the current status of the project and the proposed redevelopment undertakings.
- d. Discussion was held as to how this project fits into the overall plan of the Library Facilities.
- e. Leistikio raised questions regarding ownership of a building and upkeep costs to such ownership of the Discovery Square Property.
- f. Leistikio wanted clarification as to what the Library System would be committing to and where the money would come from.
- g. Conger explained the current standings of the property with the current mortgage holder.
- h. Conger explained that the condition of the building is sound and little renovation would be needed.
- i. Crowley sees this project as a great opportunity for the Foundation to start on a smaller scale in terms of fund raising and advocacy for a larger capital campaign.
- j. Conger stated that The Discovery Square Project could serve as a showcase to show the community and Flathead County what the Library System and Library Foundation can do.
- k. Conger stated that The First Best Place Task Force would take on whatever role would be asked of them.
- l. Leistikio suggested a joint meeting of the Library Board, the Discovery Square Redevelopment committee, FBPTF and the Library Foundation Board to discuss questions and answers regarding all aspects of the project and the involvement of the Library System.
- m. It was agreed that a meeting would be set for mid-July for further discussion.

**5. Main Library Reconfiguration-** A decision was made to postpone this discussion and update until the July Meeting.

**6.** Crowley asked the Board for support for her application for a Professional Development Grant from the Montana Library Association to attend the Risk and Reward Conference in Colorado. The Board agreed.

**C. Sanders County Contract (ACTION)**

MOVED BY M MORTON, “that we approve the Sanders County Contract for the upcoming year in the same form as it has existed in the past.”

SECONDED BY E WEAVER

**CARRIED**

**D. Policies for reaffirmation (ACTION)**

MOVED BY A LOGAN, “to reaffirm Policies 1001 Fair Treatment, 1002 Confidentiality of Library Records and 1003 Protection of Copyright.”

SECONDED BY M MORTON

**CARRIED**

**E. Officers— discussion for action in July**

- a. Leistiko reported that Logan would be interested in filling the vice chair position for the upcoming year.
- b. Leistiko reported that she is willing to continue in the chair position for another year.

**F. Proposed By-Laws change regarding Roberts Rules of Order (ACTION)**

- a. Discussion took place regarding the changes of **Article IV: Meeting Of Members, section 6** which currently reads:  
**Manner of Acting- The act of a majority of the members present at a meeting at which a quorum is present shall be the act of the Board. Proxy voting will not be allowed**

MOVED BY M MORTON, “I propose that we amend the language of the By-Law concerning the majority required to take action at the next meeting.”

SECONDED BY E WEAVER

**CARRIED**

**The meeting went into closed session at 11:40 for Director’s Evaluation**

**OLD BUSINESS:**

**Director Self-Evaluation (ACTION)**

MOVED BY A LOGAN, “that we approve the Director’s Evaluation as presented for the Board Chair to sign and then send to the County Human Resources Department.”

SECONDED BY M MORTON

**CARRIED**

MOVED BY M MORTON, “that the Board continue the Director’s contract.”

SECONDED BY E WEAVER

**CARRIED**

MOVED BY A LOGAN, “that the Cost of Living Adjustment be applied to the Director’s salary as approved by the County Commissioners.”

SECONDED BY M MORTON

**CARRIED**

**ADJOURN:** The Chair adjourned the meeting at 12:00 pm.

**Next Regular Meeting: July 25, 2012, Main Library Kalispell**