

**Flathead County Library
Board of Trustees Meeting Minutes
Kalispell Library
August 28, 2008**

- I. Call to Order** – Vice-Chair, Laura Long called the meeting to order at 3:00pm. Present were trustees Kristi Hatfield, Connie Leistiko, Jane Lopp, and Terry Petersen; Library Director, Kim Crowley; Chief Deputy County Attorney, Jonathan Smith; and Karen Marr, Library Office Administrator. Others present were Barry Conger, Executive Director of the First Best Place Task Force; Barbara Boorman, library employee and member of the Library Foundation Board, and John Stang, Daily InterLake reporter.
- II. Approval of Minutes – June 26, 2008** – Jonathan Smith discussed the procedure for minutes per Roberts Rules of Order. After discussion, Connie Leistiko made a motion to have the minutes of June 26, 2008 transcribed from the tapes to be reviewed, revised and approved by the Board at a later date. Terry Petersen seconded the motion and it passed unanimously. Marr will get the minutes transcribed and distribute them to the Board. Marr will be attending a seminar called “Meeting-ful Minutes” sponsored by the State of Montana on October 10, 2008 and Laura Long said she would like to attend as well.
- III. Open time for persons to address the Board** – Barry Conger introduced himself to the Board and gave a brief talk about the progress Discovery Center in Columbia Falls, which will house the new Columbia Falls Branch Library.
- IV. Reports -**
- A. Financial Report** – Karen Marr presented preliminary financial reports for the months of June 2008 and July 2008. The reports will not be final until the Finance Department closes the books for FY08 and the Commissioners approve the final budget for FY09. At that time, the reports will be updated and the budget will be entered for FY09. Jane Lopp moved to accept the financial reports as presented and Connie Leistiko seconded. The motion passed unanimously.
- B. Director’s Report** – Crowley reviewed the content of the packets given to the Board members at the meeting along with a letter sent to Jake Heckathorn about the placement of barcodes on library materials. Crowley told the Board that Lisa Kean, Assistant Library Director, has moved to Colorado. She intends to replace that position with a Professional Librarian who will oversee the branches. Crowley also mentioned a state grant that would provide \$17,500.00 toward a new Professional Librarian position for two years.
- a. Statistics** – Crowley handed out the statistics for FY08 and reviewed them with the Board. She also had a comparison of the circulation statistics from July 07 to July 08 that shows an overall increase of 22.03% system wide.

b. Columbia Falls update – Crowley is working with Barry Conger and Grover and Co. architects on costs for the renovation for the new library. Fundraising will start in about 30 days.

C. Foundation report – Laura Long reported that the Foundation meets every other month with the next meeting in September. They are working on structure and reviewing their policies. The Foundation sponsored a picnic for Volunteer Appreciation that was a great success. Long is currently the Board representative to the Foundation and Kristi Hatfield would like to be involved as well.

V. Old Business

A. Name tags will be purchased for the Trustees.

VI. New Business

A. Sanders County contract – Crowley explained that Sanders County has a bookmobile and they come to the Main Branch four times a year to get books to stock it. For this, the Library receives \$6,000.00 per year. Jane Long moved to ratify the new contract and Connie Leistiko seconded. The motion passed unanimously.

B. Election of board officers – The Chair suggested that the election of officers be moved to the end of the agenda.

C. Meeting locations – It was decided to rearrange the meeting location schedule to move the branch visits up for the benefit of the new Trustees. The October meeting will be at the Columbia Falls Branch and will include a tour of the new Discovery Center. The December 4th meeting will remain at the Bigfork Branch and the Whitefish Branch will be the location of the February 26th meeting.

D. Committee assignments

1. Tamarack Federation representative – Crowley explained that the state of Montana is divided into geographic areas with Kalispell in the Tamarack Federation. They hold two meetings per year for business and training. These meetings are geared to the trustees. Kristi Hatfield will represent the Flathead County Library System at the Tamarack Federation meetings if she is available. Other board members may stand in depending on schedules.

2. Building Committee Representative – Kristi Hatfield will be the liaison to the First Best Place Task Force since she represents Columbia Falls and Connie Leistiko will represent the Board on the Citizens Advisory Committee for Library Facilities.

3. Finance/Budget Committee – Terry Petersen and Laura Long will be on the finance/budget committee along with Library Director Kim Crowley and Office Administrator Karen Marr.

4. Director's evaluation Committee – Terry Petersen and Jane Lopp will be on the committee for the Director's evaluation.

5. Policy Committee – Jane Lopp will oversee the policy committee with input from the library staff.

E. Strategic Planning

1. Policies – Crowley presented the Board with an updated schedule of when each of the Library policies is due for revision.

2. Facilities – The Board will have a facilitated strategic planning workshop in early October so they can identify the needs of the library system and be able to give clear direction to the Building Advisory Committee. This will give them an opportunity to identify the information currently available and what information they need to obtain.

3. Services – The Plan of Service will need to be updated in July, 2009. Crowley suggested following the same procedure as the last time, which involved a panel of community members who met for two days to complete the Plan of Service. The Board will appoint the committee members to complete this update.

B. Election of board officers – moved from above Long told the new members that the Chair position has no special privileges other than conducting the meetings. The Vice-Chair would act in the absence of the Chair. Connie Leistiko made a motion to elect Laura Long as Chair and Terry Petersen seconded. The motion passed unanimously. Petersen made a motion to elect Jane Lopp as Vice-Chair and Leistiko seconded. The motion passed unanimously.

Crowley asked for any agenda items. She would like to have the Communications Plan from the previous Board on the agenda for September, 2008 and gave her approval to discuss it in the open meeting. The Board agreed that they would like the draft minutes emailed one week before the meeting along with the other reports. Board job descriptions will be an action item at the October, 2008 meeting.

VII. Adjournment – meeting adjourned at 5:15 to move upstairs to take a group photo for the library webpage.

Next Regular Meeting: September 25, 2008 3:00 pm in Kalispell