



LIBRARIES

**Library Board of Trustees Meeting
Wednesday, December 4, 2019, 9:30 am
Ark Building Bigfork- Future Home of ImagineIF Bigfork
MEETING MINUTES**

Present: Marsha Sultz, Connie Leistiko, Doug Adams, Heidi Roedel, Al Logan (Board); Connie Behe, Teri Dugan, Martha Furman, Megan Glidden, Ellie Newell, Deidre McMullin (Staff); Charlotte Housel (Foundation). Eric Peterson (Kalispell Center Mall); McKenzie Reiss (Bigfork Eagle Editor).

- A. Call to Order:** M. Sultz called the meeting to order at 9:37 am.
- B. Open time for persons to address the Board on matters within the Board's jurisdiction.** McMullin updated the library board about activities, programs and happenings at ImagineIF Bigfork. McKenzie Reiss, Bigfork Eagle Editor, was present to hear updates regarding the future Bigfork library.
- C. Approval of Minutes** Wednesday, October 23, 2019 **(ACTION)**
Moved by D. Adams "to approve the October 23, 2019 Board Minutes as presented."
Seconded by A. Logan

APPROVED

- Approval of Library Board Retreat Minutes** Wednesday, October 30, 2019 **(ACTION)**
Moved by A. Logan "to approve the October 30, 2019 Board Retreat Minutes as presented."
Seconded by C. Leistiko

APPROVED

Old Business

- A. Kalispell Center Mall Update**
- Eric Peterson, owner of the Kalispell Center Mall presented updates to the library board regarding meetings with 2 of the 3 county commissioners. One commissioner declined to meet. A question and answer period followed.
- D. Reports**
- A. Financial Report-** Dugan, Behe **(ACTION)**
- Moved by C. Leistiko** "to accept the FY20 October Financial Report as presented."
Seconded by A. Logan **ACCEPTED**
- B. Director and Staff Reports-** Behe
- Behe has been working closely with the Friends of the Library. Behe gave updates on the Columbia Falls Library Association. Strategies for moving forward with this relationship will be a future agenda item.

- Library trustees gave Behe input regarding her response to an email inquiry from a county commissioner.
- Behe shared statistics regarding population changes in Bigfork from 2010-2017. Population has increased 7.9% overall from 2010. Behe shared performance measures for ImagineIF Bigfork from 2015-2019. Total library materials borrowing has increased 36.1% from 2015.
- Behe reported the Library website is 6 years old and needs updating. Furniture in the library is worn out and needs to be reupholstered.
- Newell presented the 2019 Summer Experience Report. ImagineIF offered 108 programs this summer systemwide. 183 teens, 4297 children attended these programs. This is an 11% increase from the previous year.
- Glidden gave updates to the Library Strategic plan Organizational Competencies. Many items are completed in the work plan. These include: The development of an internal communications plan, an update to the communications plan, conducting an internal trauma informed assessment, implementing customer service training for all staff and developing a process for managers to improve touchpoints.

BREAK: 11:24 am
RESUME: 11:38 am

C. Facilities Report

- The Facilities Committee met with School District 5.
- Logan noted the big improvement in visibility at the Ark building due to the hard work of volunteers clearing the brush.

E. New Business

A. Volunteer Policy update (**ACTION**)

The Policy committee presented and discussed Policy 6004 Volunteer. Updates and formatting recommendations were given. Discussion and review took place.

Moved by C. Leistiko "to approve Policy 6004 Volunteer Policy as presented."
Seconded by A. Logan

APPROVED

B. **Fall Board Retreat**

- Behe summarized Library Board Retreat documents and surveys.
- Sultz would like to know more about mill levies and to explore details of issuing a bond for library facilities.
- Logan suggested analyzing the numbers and refining the future Bigfork facilities ongoing costs.
- Discussion took place regarding owning versus leasing property.
- The facilities committee will meet in January to discuss topics.

C. **Board Development Committee**

- Sultz is interested in looking at ways to move forward with the Bigfork property, a process for onboarding trustees and ways to build a more cohesive board. An Ad Hoc Committee is recommended for board development.
- Roedel mentioned onboarding was very thorough, effective and welcoming.
- Discussion took place regarding possible committee size and possible meeting frequency if a new committee is formed.
- Adams suggested using regular board meetings for development as the most effective solution. The development could be an agenda item.
- Roedel added that time served together builds board cohesion.

- Sultz asked for an educational component be added to the meeting agenda going forward.
- Leistikio reminded the board that topics and agenda items should be added as needed. These suggestions go to the Chair and Director.
- Leistikio said it is the board responsibility to inform the County Commissioners regarding adequate library services and facilities needs.

Moved by A. Logan "to table the creation of an Ad Hoc Board Development Committee and committee charge until January meeting."

Seconded by H. Roedel

APPROVED

D. Early Closure Christmas Eve at 5pm **(ACTION)**

Moved by H. Roedel "to close at 5pm on Wednesday, December 24th."

Seconded by D. Adams.

APPROVED

F. Housekeeping

Next Regular Meeting: Wednesday, January 22, 2019, 9:00-12, Kalispell.

Public Library Association Conference, Nashville, TN, February 25-29th, 2020.

Montana Library Association Conference, Missoula, MT, April 1-4, 2020.

G. Adjourn 12:50 PM.