



## LIBRARIES

**Library Board of Trustees Meeting  
Wednesday, February 22, 2016 9:00 am  
ImagineIF Kalispell**

### **MEETING MINUTES**

**Present: Terry Guidi, Jane Lopp, Michael Morton, Al Logan (Board); Kim Crowley, Connie Behe, Teri Dugan (Staff).**

**I. Call to Order:** T. Guidi called the meeting to order at 9:04 am.

**II. Open time for persons to address the Board:**

K. Crowley requested two items be added to the agenda. The Library Board agreed.

1. Authority to match a potential grant from Big Sky Trust Planning in the amount of \$20,000 to be paid from the library gift account.

2. Authority to close the library early on Thursday, March 16 for Loud at the Library.

**III. Approval of Minutes**

**Moved by M. Morton** "approve the minutes of the January 25, 2017 Library Board Meeting as presented."

**Seconded by J. Lopp**

**APPROVED**

**Moved by A. Logan** "approve the minutes of the February 10, 2017 Facilities Meeting as presented."

**Seconded M. Morton**

**APPROVED**

**IV. Reports**

**January Financial Report**

**Moved by M. Morton** "to accept the January 2017 Financial Report as presented."

**Seconded by A. Logan**

**ACCEPTED**

**Director and Staff Reports**

- M. Morton inquired about the Seed Library pilot program the library is working on.
- K. Crowley brought it to the Board's attention that a recent article in the Flathead Beacon mistakenly named the Library Foundation

Board rather than the Library Board of Trustees. The online article was updated with the correct information. The Daily Interlake also featured an article regarding the feasibility study and printed the wrong address of a potential future library site.

- M. Morton would like to have training when the advocacy language is updated to reflect the educational nature of library services.
- K. Crowley updated Board members on the annual MLA conference in Billings, where three awards will be presented to Flathead area citizens. Tony Edmundson will receive the Montana Library Association Paraprofessional Staff Person of the Year; Frank Garner will receive the Library Champion award; and Maggie Davis and Bruce Ennis will receive the Special Friends to Libraries award. Crowley, Behe, Anderson and Edmundson will all be in attendance.

#### **Statistics**

- C. Behe presented statistics from the first half of the fiscal year.
- Strategic plan targets are performing well in all areas. These include circulation, program attendance, outreach and building traffic.
- System wide statistics show materials checkouts are up by .25%.
- Building traffic and program attendance has slowed during the winter months.
- System wide WIFI is up 81%.

#### **Foundation Report:**

- Crowley reported that Loud at the Library planning continues.
- Local area sponsors will sponsor auction baskets for Loud at the Library. The event needs volunteers.
- The Lunch and Learn program has been updated to take some of the planning burden off of the Executive Director.

#### **Facilities Committee Report:**

- M. Morton reviewed the selection process of the six RFQ's submitted for the library feasibility study.
- K. Crowley shared the scoring process for each of the respondents.
- K. Crowley reported the application for the Big Sky Trust Planning Grant is progressing.
- The Board approved a draft letter written in support of the grant written by T. Guidi.

**Moved by M. Morton** "to approve the Library Board's commitment to match the \$20,000 potential Big Sky Trust Fund Grant from the Library Gift account."

**Seconded by J. Lopp**

**APPROVED**

#### **V. Old Business**

##### **Budget Timeline**

- K. Crowley presented FY2018 CIP Project sheets.

- FY18 Salary information will be available soon.
- Crowley is working on Performance Measures.
- The Library Board will review and approve the draft FY18 budget at the March meeting.
- The budget committee will meet March 13 at 9am.

## **VI. New Business**

### **CIP Budget. (ACTION)**

**Moved by A. Logan.** "to approve the FY18 CIP plan as presented with corrections as discussed."

**Seconded by M. Morton**

**APPROVED**

### **Authorization for Facilities Committee to enter into contract with CTA. (ACTION)**

T. Guide suggested the Library Board wait on this item until the results of the Big Sky Trust Fund Grant is in. Agenda item tabled for March meeting.

### **Early Closure for Loud at the Library (ACTION)**

**Moved by J. Lopp** "to close ImagineIF Kalispell at 4pm and ImagineIF Columbia Falls at 5pm (if staff is attending) on Thursday, March 16<sup>th</sup> for Loud at the Library."

**Seconded by M. Morton**

**APPROVED**

## **VII. Housekeeping:**

**Bigfork Sundowner**, March 9, 2017, ImagineIF Bigfork

**Loud at the Library**, March 16, 2017

**Next regular meeting, Wednesday**, March 22, 2017, Kalispell

**MT Library Association Meeting**, March 29 – April 1, Billings

**Tamarack Federation meeting**; May 12-13, Marina Cay, Bigfork

The Library Board discussed possible training topics for the TamFed meeting.

A. Logan suggested training in funding sources and alternative funding sources.

A. Logan would like to see graphs incorporated into any staffing increase requests made to the County Commissioners.

## **VIII. Adjourn: 11:10am**