



## LIBRARIES

**Library Board of Trustees Meeting  
Wednesday, February 24, 2016, 9:00 am  
ImagineIF Kalispell**

### **MEETING MINUTES**

**Present: Al Logan, Michael Morton, Connie Leistiko, Terry Guidi, Jane Lopp (Board); Kim Crowley, Connie Behe, Teri Dugan, Sean Anderson (Staff); Sarah Johnson (Library Foundation); Sandy Carlson (Flathead County Finance Department).**

- I. Call to Order:** T. Guidi called the meeting to order at 9:05 am.
- II. Open time for persons to address the Board:**
- III. Approval of Minutes:**  
**Moved by C. Leistiko** "that we approve the minutes of the January 27, 2016 Board meeting as presented."  
**Seconded by A. Logan** **APPROVED**
- IV. Reports**  
**Financial Report:**  
**Moved by A. Logan** "that we accept the January 2016 Finance Report as presented."  
**Seconded by M. Morton** **ACCEPTED**  
**Tax Levy Requirement Schedule:**
  - S. Carlson gave a presentation on tax levy requirement schedule and talked about how each department in the county was funded. Mill levies and cash balance reallocation were also discussed.**Director's Report:**
  - Crowley gave a brief overview from the written director's report.**ELSA Award Inventory:**
  - K. Crowley reviewed the requirements for earning the ELSA (Excellent Library Service Award) award through the Montana State Library.

- The State Library requires a total of 19 “yes” answers across nine different categories to meet the minimum requirements for the award and ImagineIF scored 29 out of a total of 34 questions.
- One of the questions was not applicable and three were “no” answers. They were: 1. The library has a plan for planned giving; 2. In addition to the library director’s annual evaluation, the library director is evaluated every three years by the board with the input of staff, library users, and/or library non users (the Board feels quite strongly that the Director’s performance is adequately measured by the strategic plan objectives, the How’d We Do? Reports, an annual evaluation and other comments received from community members); 3. The library has adequate, well-lit parking; 4. The library conducts a community assessment to evaluate the library’s marketing efforts.
- There was quite a bit of confusion on the community assessment for marketing and Crowley will check to see what exactly the MSL is looking for with that question.

#### **Bigfork Project Report:**

- S. Anderson reported on the in ImagineIF Bigfork project.
- Upgrades include: reconfiguring spaces, furniture, new shelving and a much smaller staff desk.
- Anderson talked about budget and timeline and expects to have the project completed in May.

#### **Statistics:**

- C. Behe reported on the overall statistics for FY16 YTD. Building traffic is up slightly.
- Program participation has increased significantly over last year.
- Wireless usage continues to climb.
- Check-outs and building traffic are up over 17% in Columbia Falls for the months of November and December (compared to the same time last year) and program numbers show over a 100% increase.

#### **Foundation Report:**

- S. Johnson updated the Board on the Foundation’s annual appeal.
- Lunch and Learn programs continue to create excitement and buzz about the library.
- The Foundation has voted to move forward with a feasibility study regarding raising money for new facilities.
- Loud at the Library coming up on March 24<sup>th</sup>.

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

- A. Logan reported an appraisal is scheduled for a possible Columbia Falls property.

- Sarah Johnson, Logan and Crowley met with a potential capital campaign consultant.

## **V. New Business**

### **CIP Project Sheets for FY17 budget. (ACTION)**

- The library board reviewed the County Budget Guidelines as stated in the County Administrator's letter.
- CIP project sheets for FY17 through FY26 include a new sedan in 2017, a new passenger van in 2018, land for a new ImagineIF Kalispell in 2018, and shelving and furniture upgrades in 2017.

**Moved by C. Leistiko** "to approve the CIP projects presented for FY17 to be submitted to the County Commissioners."

**Seconded by A. Logan**

**APPROVED**

### **Performance Measures and Workload Indicators FY17 budget. (ACTION)**

- Crowley presented Performance Measures and Workload Indicators for FY17.

**Moved by A. Logan** "to approve the Performance Measures and Workload Indicators as presented for FY17."

**Seconded by M. Morton**

**APPROVED**

### **MT Library Association Conference, Missoula.**

- Library Board Trustees are invited to attend the conference.
- Lopp, Morton and Logan expressed interest in attending. Leistiko may go, and Guidi will be out of town during that time.

## **VI. Policy Updates: (ACTION)**

- J. Lopp reported that the Library Policies Committee met earlier in the month to make and suggest changes to two current policies.

### **Policy 3001 Borrowing Privileges (ACTION)**

**Moved by J. Lopp** "to revise Policy 3001 Borrowing Privileges as presented."

**Seconded by M. Morton**

**APPROVED**

### **Policy 3002 Lending of Materials to Organizations (ACTION)**

**Moved by J. Lopp** "to revise Policy 3002 Lending of Materials to Organizations as presented."

**Seconded by M. Morton**

**APPROVED**

### **Housekeeping**

**Next regular meeting:** Wednesday, March 23, 2016, 9AM, ImagineIF Kalispell.

**Montana Shared Catalog Meeting:** Thursday, May 5, 2016. Helena, MT.

**Tamarack Federation Meeting:** Friday and Saturday, May13-14,  
Marina Cay, Bigfork, MT.

**MLA conference:** April 6-9, Hilton Garden Inn, Missoula, MT.

**VII. Adjourn: 12:06 PM.**