



LIBRARIES

**Library Board of Trustees Meeting
Wednesday, January 23, 2018 9:00 am
ImagineIF Kalispell
MEETING MINUTES**

**Present: Michael Morton, Marsha Sultz, Al Logan, Heidi Roedel (Board);
Connie Behe, Teri Dugan, Alice Ebi Kestler, Lune Anderson, Megan
Glidden, Sean Anderson (Staff); Charlotte Housel (Foundation).**

Call to Order: M. Morton called the meeting to order at 9:05 am.

I. Open time for persons to address the Board

M. Morton welcomed new trustee, Heidi Roedel to the board. Library senior staff introduced themselves.

II. Approval of Minutes

Moved by A. Logan "that we approve the minutes of the December 5, 2018 Library Board Meeting as presented."

Seconded by M. Sultz

APPROVED

III. Reports

November 2018 Financial Report

Moved by M. Sultz "to accept the FY18 November Financial Report as presented."

Seconded by A. Logan

ACCEPTED

Moved by A. Logan "to accept the FY18 December Financial Report as presented."

Seconded by M. Sultz

ACCEPTED

Director and Staff Reports

- C. Behe took questions regarding the written Director's report.
- C. Behe received an email this morning, 1/23, about the MOU with the City of Columbia Falls. She will be in contact with the County Attorney and Board Policy Committee to discuss.
- L. Axelsen presented the 2019-2020 Library Communications Plan. The plan focuses on strategies to reach infrequent library users and nonusers.
- C. Behe presented the 2018 Columbia Falls Teen Needs Assessment. The needs assessment assesses the opportunities and needs of Columbia falls area teens and will inform how the library designs teen programs.
- M. Glidden reported the 2019-2020 Organizational Competencies Work Plan. The work plan focuses on Organizational Competency tasks with goal dates for completion. The first and second quarter targets of

developing an internal communications plan, updating the external communication plan and implementing customer service training to all staff have been met.

- M. Glidden shared about Flathead Grows! Seed Library program in Columbia Falls. A library partnership with The Good Seed Company allows opportunities for customers to take seeds, grow plants and harvest. Customers then return new seeds from what they have grown and the cycle continues.
- S. Anderson presented the quarterly statistics report.
 - System wide checkouts are up 12.88% with digital content being a large portion of that percentage.
 - Teens attending teen focused programs is up 35.5%. The largest growth has been in Columbia Falls with Wired Wednesday Programming.
 - The number of parents receiving early literacy training continues to climb as we implement Early Literacy Kit distribution.
- C. Behe presented a power point presentation about her recent trip to Washington DC to attend the P3 conference. "P3" or "PPP" refers to public-private partnerships between two or more private and public sectors.

Facilities Committee- Morton

- The Library Foundation purchased the Bigfork property on January 18, 2019.
- The viability of the empty Herberger's building in the Kalispell Center Mall continues to be reviewed.

Foundation Report-Housel

- Loud at The Library planning is underway. The Foundation is in the process of securing sponsors for the event.
- Annual appeal gifts are currently at 84% of goal.
- Housel shared highlights from the written Library Foundation report.

IV. Old Business

Bylaws Update

- The trustee bylaws have been updated to allow remote participation of board members who are unable to attend in person.

Moved by H. Roedel "to accept the Bylaws as updated to allow remote meeting participation."

Seconded by A. Logan

APPROVED

Board Action Plan

- The status of the FY19 Board Action plan was discussed. Target dates and tasks were reviewed.

V. New Business

Bigfork Hours

- An increase in ImagineIF Bigfork open hours was proposed. The 5 hours a week increase will provide more open library hours to the Bigfork community as well as streamline scheduling for library staff.

Moved by A. Logan "to approve the 5 hours increase in ImagineIF Bigfork hours of operation as presented."

Seconded by H. Roedel

APPROVED

ImagineIF Bigfork MOU

- C. Behe and C. Housel are working on a MOU between the Library Board of Trustees, Library Foundation and Flathead County. A draft will be brought before the board at the February meeting.

Policy Updates

- Policy 1005: Naming Rights draft was reviewed and discussed. The final draft will be brought before the board at the February meeting.

Update Committee Assignments

- M. Morton assigned committees to board members. Committees are as follows:
Connie Leistiko-Bylaws and Policies, Personnel.
Marsha Sultz- Personnel, Library Foundation Rep.
Michael Morton- Facilities.
Heidi Roedel-Finance/Budget, Library Foundation Rep. Alternate.
Al Logan- Finance/Budget, Facilities, Tamarack Representative.

Early Closure Thursday, March 21 at 4pm for Loud at The Library.

Moved by A. Logan "to approve an early closure of 4PM at ImagineIF Kalispell on Thursday, March 21, 2019.

Seconded by H. Roedel

APPROVED

Housekeeping

Next regular meeting: Wednesday, February 27th 2019, 9:00am-12, ImagineIF Kalispell.

Loud at the Library: Thursday, March 21st, 2019. ImagineIF Kalispell.

Legislative Night: Tuesday, February 5, 5:30-8:00, Montana State Library, Helena.

VI. Adjourn 11:55am.