



LIBRARIES

**Library Board of Trustees Meeting
Wednesday, January 22, 2020, 9:00 am
ImagineIF Kalispell
MEETING MINUTES**

**Present: Marsha Sultz, Doug Adams, Heidi Roedel, Al Logan (Board);
Connie Behe, Teri Dugan, Martha Furman, (Staff); Charlotte Housel
(Foundation).**

- A. Call to Order:** M. Sultz called the meeting to order at 9:09 am.
- B. Open time for persons to address the Board on matters within the Board's jurisdiction.** No open comments.
- C. Approval of Minutes** Wednesday, December 4, 2019 **(ACTION)**
Moved by A. Logan "to approve the December 4, 2019 Board Minutes as presented."
Seconded by D. Adams

APPROVED

D. Reports

- A. Financial Report- Dugan, Behe **(ACTION)**

Moved by A. Logan "to accept the November Financial Report as presented."
Seconded by H. Roedel

ACCEPTED

Moved by H. Roedel "to accept the December Financial Report as presented."
Seconded by A. Logan

ACCEPTED

- B. Director and Staff Reports- Behe

- Behe reviewed the response to County Commissioner Phil Mitchell's request for salary analysis with the board. The topic was discussed. Salaries and wages are set by the library board and informed by the County Human Resource department. The Human Resource Director conducts a salary survey every few years.
- Behe took questions regarding the written staff reports.
- A discussion about volunteers took place.
- Behe shared information about Library Districts. The topic was discussed. Behe inquired if the board would like more info on library districts. Logan would like to know funding options for the future. Sultz would like to know more about tax levies. The library board expressed desire to schedule a workshop with the Commissioners to discuss Library Districts in depth.
- S. Anderson presented quarterly library statistics.

- Circulation numbers for adults and children's materials are on target.
- Attendance of adult and teen programs are tracking as predicted and are on schedule.
- 92% people are reporting awareness of Library Service's Impact.
- Systemwide, the library has checked out 284,727 items from July to December.
- Systemwide, the library has a customer traffic count of 154,787 people in the last 6 months.
- Systemwide, the library has presented 326 programs with 19,046 attendees in the last 6 months.

C. Library Foundation Report

- The annual donation appeal letter has collected \$20,000 in donations so far.
- Housel is working on a Flathead Electric Coop. grant for \$75,000 for the ImagineIF Bigfork collection.
- Loud at the Library is March 19. The planning committee is busy planning the event.
- The Library Foundation Board has 16 members.

D. Facilities Report

- Logan announced a Facilities Committee meeting will be held January 27th at 10:30AM.

E. Old Business

A. FY20 Board Action Plan

- Behe reviewed Library Board Action Plan. Items were discussed. A half day workshop will be planned to discuss library funding options. Comments and questions took place.

BREAK: 10:59 AM

RESUME: 11:10 AM

B. New Bigfork Facility

- A discussion took place about possible options for moving forward with the future Bigfork library. Ownership options, insurance and revenue generating strategies were all topics discussed.
- The board expressed a desire to work with the county commissioners to move toward a solution for everyone. A workshop with the county commissioners will be requested in the future.

F. New Business

A. FY21 Budget Process

- Behe presented the FY21 Budget process. The budget calendar and due dates were discussed.
- Behe presented proposed CIP projects to include in the budget this year.
- A sidebar is planned to present a staff upgrade from Library Advisor to Branch Manager for 24 hours a week.

B. Change Date of February Meeting to March 4, 2020

Moved by H. Roedel "to move the February 26 Library Board meeting to March 4, 2020."

Seconded by A. Logan

APPROVED

G. Housekeeping

Next Regular Meeting: Wednesday, March 4, 2020, 9:00-12, Kalispell.

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

Loud at the Library: ImagineIF Kalispell, March 19, 2020. 6-8:30.

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

H. Adjourn 12:00 PM.