



LIBRARIES

**Library Board of Trustees Meeting
Wednesday, July 27, 2016, 1:00 pm
ImagineIF Library Kalispell**

MEETING MINUTES

Present: Terry Guidi, Jane Lopp, Al Logan, Michael Morton, Connie Leistiko (Board); Kim Crowley, Connie Behe, Teri Dugan, (Staff); Sarah Johnson, Diane Yarus (Library Foundation); Eileen Lowery, Laura Long (Guests).

I. Call to Order: T. Guidi called the meeting to order at 1:19 pm.

II. Open time for persons to address the Board:

J. Lopp introduced visiting former Library Board Chair, Laura Long. S. Johnson introduced Diane Yarus from the Library Foundation Board.

III. Approval of Minutes:

Moved by M. Morton "that we approve the minutes of the June 1, 2016 Board Advance as presented."

Seconded by A. Logan

APPROVED

Moved by A. Logan "that we approve the minutes of the June 22, 2016 Board meeting as presented."

Seconded by C. Leistiko

APPROVED

Moved by M. Morton "that we approve the minutes of the July 13, 2016 Board Planning Session as presented."

Seconded by A. Logan

APPROVED

IV. Reports

Financial Report:

Crowley presented an estimated FY16 Year-end Financial re-cap. Crowley recommended the Board ask to update (amend) the current budget amendment that was submitted to the Finance office last month to the full amount of \$17,647.02 to cover the accumulated sick and vacation payout line item and leave a small balance to be transferred to the Library Depreciation Reserve Fund.

Moved by C. Leistiko "that we amend current budget amendment to request coverage of the entire amount of accumulated sick and vacation payout in the amount of \$17,647.02.

Seconded by M. Morton

APPROVED

Moved by J. Lopp "that we accept the June 2016 Finance Report as presented."

Seconded by A. Logan

ACCEPTED

Director and Staff Reports:

- K. Crowley reviewed the July Director's Report.

Statistics: Behe

- Materials circulation is up in all locations.
- Since the remodel checkouts in Bigfork have increased 28%, building traffic is up 14% and program attendance has increased 13% over the same period from last year.
- Wi-Fi usage continues to increase in all locations.

Foundation Report: Johnson, Guidi

- S. Johnson commended staff helping coordinate Senator Tester's library visit.
- The Foundation executive committee held a planning session facilitated by Ned Cooney.
- The Feasibility study continues with Kevin Wallace.
- A joint Board social is planned for August 17th.
- The Library Board was invited to attend the Library Foundation meetings.

Facilities Committee Report: Logan, Morton, FECDA representatives

- K. Crowley discussed the possible future library site property during a recent County Leadership Team meeting.
- A letter to the Library Foundation will be drafted and presented to the Board regarding a possible future purchase of property from FCEDA.

Personnel Committee:

- The Library Board Personnel Committee met to discuss the evaluation process for the Library Director.
- Some strategies for evaluation include bi-monthly check-ins with a focus on one or two topics and regular meetings of the Personnel Committee.

BREAK 2:55pm

RESUME 3:06pm

V. Old Business:

Final Draft Strategic Plan (Action)

C. Behe reviewed the updated targets in the Strategic Plan in the areas of Measuring Success, Organizational Competencies, and the Board Action Plan.

Moved by J. Lopp "move to adopt the proposed FY17 Strategic Plan as presented."

Seconded by C. Leistiko

APPROVED

Letter of Intent to FCEDA (Action)

Moved by J. Lopp "move to authorize the Board Chair to write a letter to the FCEDA Board of Directors indicating the strong interest of this Board to purchase from FCEDA the CHS site located at 4th Ave EN in Kalispell for the development of a new County Library."

Seconded by A. Logan

APPROVED

- M. Morton attended the recent FCEDA meeting.
- A draft letter of intent was discussed. This letter states the Library Board interest to pursue the acquisition of a piece of property for a future library site.
- Some changes, updates and edits were made to the draft letter.

Moved by J. Lopp "move to submit to FCEDA the proposed draft letter with corrections and updates as discussed."

Seconded by M. Morton

APPROVED

VI. New Business:

Draft Letter to Foundation (Discussion)

- A draft letter to the Library Foundation concerning purchase of the CHS site on 4th Ave EN was discussed. Crowley will draft the letter, review it with the Facilities Committee and present at the next Board meeting.

Election of Officers: (Action)

Moved by C. Leistiko "that Terry Guidi remain as Library Board Chair and that Jane Lopp remain as Library Board Vice Chair for the next fiscal year."

Seconded by M. Morton.

APPROVED

VII. Housekeeping:

- **Next regular meeting:** Wednesday, August 24, 2016, 9AM, ImagineIF Kalispell.
- **Heritage Days Parade:** Saturday, July 30, noon. Columbia Falls.
- **NW Montana Fair Parade:** Friday, August 19, 10am. Kalispell Main Street.
- **All Staff Day:** Friday, September 9, 2016. Glacier National Park.

VIII. Adjourn: 3:53