



LIBRARIES

Library Board of Trustees Meeting
Wednesday, July 26, 2017 9:00 am
ImagineIF Kalispell

MEETING MINUTES

Present: Terry Guidi, Michael Morton, Connie Leistiko, Al Logan, Marsha Sultz (Board); Kim Crowley, Connie Behe, Teri Dugan, (Staff).

- I. **Call to Order:** T. Guidi called the meeting to order at 9:06 am.
- II. **Open time for persons to address the Board:**
Chair T Guidi welcomed newly appointed Library Trustee, Marsha Sultz to the Board.

Approval of Minutes

Moved by M. Morton "approve the minutes of the June 28, 2017 Library Board Meeting as presented."

Seconded by A. Logan

APPROVED

Moved by M. Morton "approve the minutes of the July 10, 2017 Library Board Meeting as presented."

Seconded by T. Guidi

APPROVED

Moved by M. Morton "approve the minutes of the July 18, 2017 Library Board Meeting as presented."

Seconded by C. Leistiko

APPROVED

- III. **Reports**
May Financial Report

K. Crowley reported on June 2017 year-end financials. Calculations for expenses are still in progress. The Library operating budget is estimated to be about \$4,000 overspent. The \$33,000 unbudgeted sick and vacation pay outs in FY17 were a big hit on the budget.

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

Seconded by A. Logan

ACCEPTED

K. Crowley reported that State Revenue usually received by the Library will not be collected in FY18 or FY19. Crowley will work with the County Finance Department to find solutions to the revenue decrease.

The Capital Outlay Building line item in the Library Depreciation Fund has an FY17 budgeted amount of \$58,895 that has yet to be spent. This money is earmarked for the upstairs shelving and furniture upgrades at ImagineIF Kalispell. With board approval, a budget amendment requesting spending authority in FY18 will be submitted for the balance.

Director and Staff Reports

- Crowley took questions regarding the July Director's report.
- Behe explained the Customer Experience Librarian posted position.

Statistics

- Behe reported FY17 yearend statistics.
- Checkouts of materials at ImagineIF Bigfork and ImagineIF Columbia Falls is up, while checkouts are slightly down at ImagineIF Kalispell.
- Program attendance targets have been exceeded at ImagineIF Bigfork and ImagineIF Columbia Falls. ImagineIF Kalispell program numbers have met most targets. Program capacity space is at a maximum in Kalispell.
- Outreach targets for adults attending an adult-focused program outside the library have been exceeded.
- The number of people visiting the library has increased in Bigfork and Columbia Falls.
- Performance Overview statistics show digital checkouts continue to go up. Building traffic is up just under 1% systemwide. Program attendance is up 12.86%. Computer station usage is down 13.5% while WiFi use is up 72.1%.

Unique Management Services ROI

- Crowley presented a cumulative recovery report showing the return on investment of the collection of lost library materials.
- In FY16, the percentage of recovery in materials and cash was 65.52%
- Total cash and materials recovered was \$60,527.47.
- In FY16, the return on investment was \$7.37:1

Foundation Report

- Library Foundation committee members continue working on a variety of goals and projects.
- Foundation Board members are filling in while the Executive Director is on maternity leave.

Facilities Committee Report

- Flathead County is ordering a real estate appraisal for a building that could be a joint use library / senior center in Bigfork.

BREAK 10:20-10:30

Language Matters: Libraries=education

- Behe shared a presentation on the topic of using educational terms and language in describing library services.
- ImagineIF Libraries identifies with educational institutions and enhances its users experience through education and access to information.
- Program language and titles as well as staff language are focusing on the educational element.

Old Business

FY17 Budget Year-end report

- Crowley reported on the FY17 year-end budget during the financial reporting.

Bigfork Community Center project update

- The Facilities committee reported on the Bigfork Community Center project during the Facilities report.

New Business

Board Officers and Committees

Moved by C. Leistiko "to nominate Michael Morton as Library Board Chair for FY18."

Seconded by A. Logan

APPROVED

Moved by C. Leistiko "to nominate Terry Guidi as Library vice Chair for FY18."

Seconded by M. Sultz

APPROVED

FY18 Library Board Committees

Finance and Budget Committee: A. Logan, M. Sultz

By-laws and Policy Committee: T. Guidi, C. Leistiko

Personnel Committee: M. Sultz, C. Leistiko

Facilities Committee: M. Morton, A. Logan

Tamarack Representative: A. Logan

Foundation Representative: M. Morton

Foundation Representative Alternate: C. Leistiko

ImagineIF Columbia Falls and Kalispell 1 hour late opening on Parade Days.

Moved by A. Logan "to open ImagineIF Columbia Falls at 1pm on Saturday, July 29th to allow staff to participate in Heritage Days Parade."

Seconded by C. Leistiko

APPROVED

Moved by T. Guidi "to open ImagineIF Kalispell at 11am
On Friday, August 18 to allow staff to participate in Northwest Montana
State Fair Parade."

Seconded by A. Logan

APPROVE

FY18 Budget Amendment Capital Improvement Plan

Moved by A. Logan "to expend the unspent FY17 balance of
\$58,895 in the Capital Improvement Budget Line in FY18."

Seconded by T. Guidi

APPROVED

Housekeeping:

Next regular meeting, Wednesday, August 23, 2017, ImagineIF
Kalispell

All Staff Day. September 15, 2017, 9am-5pm, Glacier National Park.

IV. Adjourn: 11:15am