



LIBRARIES

Library Board of Trustees Meeting
Wednesday, July 25 2018 9:00 am
ImagineIF Kalispell
MEETING MINUTES

Present: Michael Morton, Connie Leistiko, Marsha Sultz, Terry Guidi, Al Logan (Board); Connie Behe, Teri Dugan, Martha Furman, Megan Glidden (Staff); Charlotte Housel (Foundation); Amelia Kim, Lauren McMullen (Montana State Library); Cory Cromer (Libby Public Library)

Call to Order: M. Morton called the meeting to order at 9:02 am.

I. Open time for persons to address the Board

Members of the audience introduced themselves.

II. Approval of Minutes

Moved by M. Sultz "that we approve the minutes of the June 27, 2018 Library Board Meeting as presented."

Seconded by T. Guidi

APPROVED

III. Reports

June Financial Report

Moved by T. Guidi "to accept the June 2018 Financial Report as presented."

Seconded by A. Logan

ACCEPTED

Year-end estimated financials

- Crowley reported the county is showing an estimated \$65,000 budget balance in the FY18 Operating budget. These numbers may not reflect expenses that are still in the process of clearing.

Director and Staff Reports

Air Conditioning Status

- Some new parts installed in the A/C system and the system is working. The additional new parts will arrive and be installed within the next few weeks. Estimated repair cost is 10K.

Year End Statistics

- Behe presented the FY18 year-end statistics.
- Checkouts are up system wide by .7%.
- Building traffic is down 1.13%.
- Program attendance is up system wide by .36%.
- Public computer use is down 7.24% while WiFi usage is up system wide by 10.63%.

Strategic Plan Update

- C. Behe presented a review of the 2018-2022 Strategic Plan draft.
- The Strategic Framework and main points were discussed.
- Final approval for the plan will occur at the August Board Meeting.
- Discussion took place regarding a future Board Action Plan that will include action items for future library facilities.
- The Library Board approved the draft Strategic Plan in concept and agreed to approve the final plan in August.
- M. Morton thanked Behe for her hard work on the plan and the continued work for completion of the plan.

Facilities Committee Report-Morton

- The facilities committee recently toured the CHS property in Kalispell. Purchasing options were discussed and next steps will be discussed at the next facilities meeting.
- A building inspection of the possible future library site in Bigfork was completed. Some important issues were found and the seller has agreed to repair those items.

Foundation Report-Housel

- The hiring process is underway for an administrative assistant.
- The Summer Social was a great success.
- Housel and the foundation board continue to search out new board members.
- Advocacy materials are available at the Foundation Office for use by the Library Board members if needed.
- Capital Campaign planning is in the beginning stages.

IV. Old Business

ImagineIF Bigfork adjusted hours; close at 6 pm instead of 7 pm on Wednesdays-Crowley

Moved by C. Leistiko "to approve reducing the hours of operation at ImagineIF Bigfork by one hour on Wednesday evenings."

Seconded by M. Sultz

APPROVED

Board by-laws-Leistiko

- Updated by-laws were presented and discussed. Changes were made to Article 6, section 5 regarding committee board meetings.

Moved by T. Guidi "to approve the updated by-laws as presented at June meeting with minor edits.

Seconded by A. Logan

APPROVED

BREAK 10:50-11:00

V. New Business

Library Districts Presentation-Lauren McMullen, Montana State Library.

- L. McMullen shared a presentation about forming library districts.

Board officer Elections

Moved by C. Leistiko "to elect Michael Morton as Board Chair and Marsha Sultz as vice-chair."

Seconded by T. Guidi

APPROVED

Standing Committee appointments: Finance, Policy, Personnel

- M. Morton appointed the following committees:
C. Leistiko- By-laws and Policy, Personnel.
M. Sultz- Personnel, Finance.
T. Guidi- By-laws and Policy, Alternative Foundation Representative.
A. Logan- Finance, Facilities, Tamarack Representative.
M. Morton- Foundation Representative, Facilities.
- C. Leistiko suggested mixing up the committee assignments next fiscal year. The board agreed.

Emergency Succession Plan-Crowley

Moved by A. Logan "to approve the Emergency Succession Plan as presented with minor updates as discussed."

Seconded by M. Sultz

APPROVED

Heritage Days Parade delayed opening at ImagineIF Columbia Falls

Moved by C. Leistiko "to open the ImagineIF Columbia Falls Library at 1pm instead of noon on Saturday, July 28th to allow staff to participate in the Heritage Days Parade."

Seconded by T.Guidi

APPROVED

Housekeeping

A Board Strategic Planning meeting is tentatively set for Tuesday, October 9, 9-2:30 with Ned Cooney.

Next regular meeting, Wednesday, August 29, 2018, Kalispell. .

PNLA Conference, August 1-3, 2018, Red Lion Inn, Kalispell.

Crowley Retirement Breakfast, Friday, August 3, 8:30am, ImagineIF Kalispell.

Behr in-coming, Crowley out-going celebration/reception, Friday August 3, 3pm-4:30pm, ImagineIF Kalispell.

VI. Adjourn: 12:09 pm