



## LIBRARIES

Library Board of Trustees Meeting  
Wednesday, March 22, 2017 9:00 am  
ImagineIF Kalispell

### MEETING MINUTES

Present: Terry Guidi, Jane Lopp, Michael Morton, Connie Leistiko (Board); Kim Crowley, Connie Behe, Teri Dugan (Staff); Charlotte Housel (Foundation); Lauren McMullin, Montana State Library.

I. **Call to Order:** T. Guidi called the meeting to order at 9:08 am.

II. **Open time for persons to address the Board:**

III. **Approval of Minutes**

**Moved by M. Morton** "approve the minutes of the February 22, 2017 Library Board Meeting as presented."

**Seconded by J. Lopp**

**APPROVED**

IV. **Reports**

**February Financial Report**

**Moved by C. Leistiko** "to accept the February 2017 Financial Report as presented."

**Seconded by M. Morton**

**ACCEPTED**

**Director and Staff Reports**

- K. Crowley introduced Lauren McMullin from the Montana State Library.
- L. McMullin is part of a State Library consulting program that works with Library Boards and Directors to help meet the needs of Montana libraries. Training and workshop facilitation are facets of her job. The Library Board provided feedback from a list of recommended training topics that resulted from a listening session held last year.
- M. Morton was pleased to see work is progressing on a Board advocacy PowerPoint. Behe and Axelsen continue to work on this project.
- J. Lopp asked for further comments from Behe regarding The Institute for Charitable Giving seminar in Chicago. Behe was very

enthusiastic about the training, and about working so closely with Charlotte Housel from the Foundation.

#### **Update on Blankenship Estate**

- K. Crowley shared a recent update regarding a bequest to the library left by the late John Blankenship. 8% of the Blankenship estate has been bequeathed to the Library. This could be roughly estimated at about \$130,000.

#### **Grant Letters of Support**

- The Big Sky Trust Fund application has been submitted. Letters of support for the grant included those from: MWED, Kalispell Chamber, Kalispell DBA and BID, Senator Tester, Representative Garner, KRMC, and the Library Board.

#### **Minot Salary Survey**

- K. Crowley reviewed the Minot Salary Survey. This survey takes place each year.
- Flathead County falls below most other similarly-sized libraries in Montana and the region especially in the library Director and Assistant Director salaries.
- Flathead County is currently in the process of conducting a salary survey. It will be completed in 2018.

#### **Staffing Spreadsheet**

- K. Crowley distributed a spreadsheet comparing library staffing at ImagineIF Libraries to other large Montana Libraries. Lewis and Clark Library in Helena, with three branches, is the closest in size to Flathead County.

#### **FY18 Proposed Budget Review**

- K. Crowley presented the proposed FY18 Budget. Crowley suggested three changes to the draft budget.
  - ◆ **Fund 2220...460110.345 Telephone** reduce this line to **\$500**  
**NOTE:** combine two fax lines into one to reduce
  - ◆ **Fund 2220...460110.360 Comp Equip Maint/Repair** increase this line to **\$10,000**  
**NOTE:** three-year maintenance contracts coming due
  - ◆ **CIP Project Sheet for Land for new Library in Kalispell:** move project from FY18 to FY19
- **Moved by M. Morton** "to approve the proposed FY18 Budget as presented and move the CIP budget for possible new property into FY19 and to include the possibility of a sidebar request for additional budget funds for Computer Equipment and Software Support line. Also to include the reduced budgeted amount in telephone budget line from \$890 to \$500."

**Seconded by C. Leistiko**

**APPROVED**

- Performance Measures and Work Load Indicators presented.

#### **Foundation Report**

- C. Housel shared highlights and take away points from the seminar she attended in Chicago by the Institute for Charitable Giving.

- A 12 month calendar for foundation committee use has been developed.
- A recap from the Library Lunch and Learn was provided. The new format is working very well.
- Housel is still tabulating results from Loud and the Library.

**V. Old Business**

**Budget Timeline Update**

- K. Crowley reminded the Library Board about important upcoming FY18 budget dates. April 10 at 1:30 is scheduled for the administrative review of the Library budget. May 1<sup>st</sup> at 9am is scheduled for the budget review with the County Commissioners.

**VI. New Business**

**VII. Housekeeping:**

**MLA Conference**, March 29 – April 1, Billings

**Next regular meeting**, Wednesday, April 26, 2017, Kalispell

**Patty Jones Retirement Party** April 28, 2017

**Tamarack Federation meeting**; May 12-13, Marina Cay, Bigfork

**VIII. Adjourn: 11:22am**