



## LIBRARIES

**Library Board of Trustees Meeting  
Wednesday, March 23, 2016, 9:00 am  
ImagineIF Kalispell**

### **MEETING MINUTES**

**Present: Jane Lopp, Al Logan, Michael Morton, Connie Leistiko (Board); Kim Crowley, Connie Behe, Teri Dugan, Sean Anderson (Staff); Sarah Johnson (Library Foundation)**

**I. Call to Order:** J. Lopp called the meeting to order at 9:05 am.

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

J. Lopp suggested moving the Library Foundation Report agenda item to after the approval of the minutes. The Board agreed.

**III. Approval of Minutes:**

**Moved by M. Morton** "that we approve the minutes of the February 24, 2016 Board meeting as presented."

**Seconded by A. Logan**

**APPROVED**

**IV. Reports**

**Foundation Report:**

- Ticket sales continue for Loud at the Library.
- Internal interviews have begun for a capital campaign feasibility study.
- With the help of Sean Anderson, Johnson has applied for a grant through Bigfork Community Development Foundation Trust for the remodel of the Bigfork Library.

**Financial Report:**

**Moved by A. Logan** "that we accept the February 2016 Finance Report as presented with the addition of discussed notes."

**Seconded by M. Morton**

**ACCEPTED**

**Director and Staff Reports:**

- Questions and Discussion centered on March Director's Report.

- The board discussed Crowley's possible participation in Leadership Montana. The board is concerned about the time commitment.
- Crowley discussed upcoming scheduled Emergency Response training for all staff.
- A. Vomfell has vacated her position. Tasks have been distributed in her absence.
- Library Advisor hours have been increased permanently by 8 hours that were transferred from the Courier position; the Courier position was hired at 30 hours per week. 4 hours each per week were given to Deidre McMullen and Aspen Bassett. Both Bassett's and McMullen's hours are temporarily increased to 40 per week until the new Communications Librarian is hired.

**Statistics:**

- C. Behe reported ImagineIF Columbia Falls statistics dated November 2015 to February 2016. Checkouts are up by 29%. Foot traffic is up 18.4%. Program attendance is up 131%. Wifi is up 67% while computer use is down 6.6%.

**Facilities Committee Report:**

- A possible Columbia Falls property has been removed from the market.
- The committee will continue working with a realtor to identify possible sites for a new library.

**V. Old Business:**

**Update on FY16 Board work plan-where are we now?**

- The Board is behind schedule on their work plan.
- Dates for a possible retreat were discussed.
- June 1<sup>st</sup> was tentatively set. Details to be arranged.

**IV. New Business:**

**FY17 Operations Budget Fund 2220**  
**FY17 Gift Fund Budget Fund 7055**  
**FY17 Library Depreciation Fund 4020**  
**FY17 Sidebar request**

- Crowley presented the proposed FY 17 Budgets for Operations, Gift and Library Depreciation Funds.
- The proposed side bar was discussed and presented. Additional custodian hours (.625 FTE) are being requested for ImagineIF Kalispell.

**Proposed FY17 Operations Budget Fund 2220 (ACTION)**

**Moved by A. Logan** "to approve FY17 Operations Budget Fund 2220 as presented."

**Seconded by M. Morton**

**APPROVED**

**Proposed FY17 Sidebar presentation (ACTION)**

**Moved by M. Morton** "to approve the FY17 Sidebar presentation to request additional custodian hours (.625 FTE) as presented."

**Seconded by A. Logan**

**APPROVED**

**Proposed FY17 Gift Budget Fund 7055 (ACTION)**

**Moved by C. Leistiko** "to approve the FY17 Gift Budget Fund 7055 as presented."

**Seconded by M. Morton**

**APPROVED**

**Proposed FY17 Library Depreciation Budget Fund 4020 (ACTION)**

**Moved by M. Morton** "to approve the FY17 Library Depreciation Fund 4020 as presented."

**Seconded by A. Logan**

**APPROVED**

**FY17 CIP Budget Fund 4029 (ACTION)**

- Crowley discussed Capital Fund 4029.
- Discussion followed regarding current CIP projects being included in this fund.
- It was the consensus of the Board to put this topic on the agenda next month as an action item.

J. Lopp reviewed housekeeping items on agenda.

**Playing Your Way to an Engaged Staff: Crowley, Behe.**

- Crowley and Behe presented a one hour workshop to the Library Board highlighting techniques used by ImagineIF to engage staff at work. Crowley and Behe will present this workshop at the PLA Conference in Denver.

**Housekeeping:**

**Loud at the Library:** March 24, 5:30-8:30pm.

**Governor Bullock @ ImagineIF Kalispell:** April 12, 2016 2pm.

**Admin. Budget Review:** April 14, 2016, 1:30 pm. County Courthouse.

**Next regular meeting:** Wednesday, April 27, 2016, 9AM, ImagineIF Kalispell.

**Commissioner Budget Review:** May 9, 2016, 9am, County Courthouse.

**Montana Shared Catalog Meeting:** Thursday, May 5-6, 2016. Helena, MT.

**Library Journal Design Institute:** Friday, May 6<sup>th</sup>, Bozeman Public Library.

**Tamarack Federation Meeting:** Friday and Saturday, May13-14, Marina Cay, Bigfork, MT.

**MLA conference:** April 6-9, Hilton Garden Inn, Missoula, MT.

**Public Library Association Conference:** April 5-11, Denver, CO.

**VI. Adjourn: 12:20 PM.**