



LIBRARIES

**Library Board of Trustees Meeting
Wednesday, March 4, 2020. 9AM
ImagineIF Kalispell
MEETING MINUTES**

Present: Marsha Sultz, Doug Adams, Heidi Roedel, Al Logan, Connie Leistiko (Board); Connie Behe, Teri Dugan, Martha Furman, Megan Glidden, Sean Anderson (Staff); Charlotte Housel (Foundation).

- A. Call to Order:** M. Sultz called the meeting to order at 9:04 am.
- B. Open time for persons to address the Board on matters within the Board's jurisdiction.** Tammy Skramovsky, Flathead County Human Resource Director was introduced.

- C. Approval of Minutes** Wednesday, January 22, 2020. **(ACTION)**
Moved by D. Adams "to approve the January 22, 2020 Board Minutes as presented."
Seconded by H. Roedel

APPROVED

The Flathead County Human Resource Director reviewed Flathead County salary survey procedures. Skramovsky conducts a salary survey every 3 to 5 years for the entire county. The main goal of the salary survey is to remain competitive and to attract quality employees to Flathead County. A question and answer period followed the presentation.

- D. Reports**
- A. Financial Report- Dugan, Behe **(ACTION)**

Moved by D. Adams "to accept the January Financial Report as presented."
Seconded by A. Logan **ACCEPTED**

- B. Director and Staff Reports- Behe
- Behe gave a FY21 budget update. A memo was received from Mike Pence, County Administrator stating county departments should keep budgets within the same dollar amount as FY20.
 - A proposed 1.8% cost of living increase will be considered by the commissioners.
 - The library board budget committee will meet to discuss strategies for absorbing shortfalls in available budget monies.
 - Behe took questions about the written Director's report.
 - Behe gave updates about the COVID-19 virus. The library is following CDC recommendations and guidelines. An infectious disease plan is being formulated by the library management team and will be added to the current existing disaster plan.

- Montana State Library Fall workshops have been scheduled for September 15-16 in Lewistown, Montana.
- The library budget review session with the county commissioners is scheduled for April 30th, 2020.
- Behe commended Furman and the youth services team for receiving the Early Childhood Champion Award from the Best Beginnings Council.
- Behe congratulated Glidden for earning the Montana State Library Program of the Year award for the Making Montana Program.
- Glidden said the seed library workshop attendance was up from last year.
- Behe reported that volunteer hours tracking was moved to a digital platform 5 years ago and some volunteers have not made the transition to tracking hours online. This has created a discrepancy in our count.
- S. Anderson gave a Library Collections presentation to the library board. A question and answer period followed.

C. Library Foundation Report-Housel

- Loud at the Library planning is underway
- Housel is busy working on multiple grants.
- A donor appreciation event is planned at Bibler Gardens in April.
- Housel and Barrett greatly enjoyed the Public Library Association Conference in Nashville.

D. Facilities Committee Report- Logan

- Logan reported fundraising has been a focus for the new Bigfork facility. New fundraising committee members have been added to the team.
- D. Adams has been helpful in communicating with the county commissioners.
- Adams said a full report will be available at the next facilities committee meeting. The meeting is scheduled for Tuesday, March 10th.

E. Old Business

- A. FY20 Board Action Plan
Behe reviewed Library Board Action Plan.

F. New Business

- A. Budget Amendment **(Action)**
A new library website is planned. The approximate cost is 15K. Behe recommends budgeting this amount from the Library Depreciation fund. Discussion took place.

Moved by C. Leistiko "to approve the budget amendment for authority to spend 15K from the Library Depreciation fund to pay for a new library website."
Seconded by A. Logan

APPROVED

B. Policy Update: **Policy 2003 Computer Use**

Moved by A.Logan "to approve updates and formatting to Library Policy 2004: Computer Use as presented by policy committee."

Seconded by D. Adams

APPROVED

C. Early Library Closure on March 19 for Loud at the Library.
(Action)

Moved by H. Roedel "to close the library at 4pm on March 19, 2020 for Loud at the Library."

Seconded by D. Adams

APPROVED

G. Housekeeping

Next Regular Meeting: Wednesday, March 25th, 2020, 9:00-12, Kalispell.

Library work session: Wednesday, March 25th, 2020, 12-3.

Public Library Association Conference, Nashville, TN, February 25-29th, 2020.

Loud at the Library: ImagineIF Kalispell, March 19, 2020. 6-8:30.

Montana Library Association Conference, Missoula, MT, April 1-4, 2020.

H. Adjourn 11:24 AM.