



## LIBRARIES

**Library Board of Trustees Meeting  
Wednesday, October 24, 2018 9:30 am  
ImagineIF Columbia Falls  
MEETING MINUTES**

**Present: Connie Leistiko, Marsha Sultz, Al Logan (Board); Connie Behe, Teri Dugan, Martha Furman, Sean Anderson, Ellie Newell, Tony Edmundson (Staff); Charlotte Housel (Foundation).**

**Call to Order:** M. Sultz called the meeting to order at 9:37 am.

**I. Open time for persons to address the Board**

Columbia Falls City Manager, Susan Nicosia addressed the board. She thanked the board for the partnership between the library and the city of Columbia Falls. She described a proposed amendment to the Inter-local agreement between the two entities. She will work with Connie Behe and the Flathead County Attorney's Office on the proposal.

**II. Approval of Minutes**

**Moved by A. Logan** "that we approve the minutes of the September 26, 2018 Library Board Meeting as presented."

**Seconded by C. Leistiko**

**APPROVED**

**III. Reports**

**September 2018 Financial Report**

**Moved by C. Leistiko** "to accept the FY18 September Financial Report as presented."

**Seconded by A. Logan**

**ACCEPTED**

**Director and Staff Reports**

- Behe reported on the afterschool teen traffic in Columbia Falls, where 30-40 teens attend every school day. Staff have implemented many successful initiatives to connect with community parents, caregivers and teachers.
- Behe updated the board on the open trustee position that closes November 9<sup>th</sup>.
- Behe recently met with County Commissioner Phil Mitchel to share the library strategic plan.
- The Friends of the Library raised approximately \$11,250 at the recent used book sale.
- Plans to attend a P3 Federal Conference in Washington D.C. are underway. The conference will focus on public/private partnerships.
- Plans are moving forward to install a washer and dryer in the basement of the library in Kalispell. Children's programs and the library custodian team use a variety of items that need regular laundering.

- Behe reported the hallway doors in Columbia Falls need retrofitted to comply with ADA requirements. Cost estimations for this project is \$3,500. Funding options are being researched.

**Statistics Report-Anderson**

- Anderson reported Library quarterly strategic plan statistics.

**Summer Experience Annual Report-Furman**

- Furman shared highlights and statistics from the Summer Experience Program for 2018. The summer learning program helps provide students of all ages continued learning through the summer months.

**Facilities Committee- Logan, Behe**

- Logan reported the property in Bigfork is estimated to close the middle of November.
- Behe shared that a meeting took place with the Kalispell Center Mall owners and the Facilities Committee to discuss the vacated Herberger’s mall space.

**Moved by C. Leistiko** “to accept the facilities committee meeting notes from September and October as presented.”

**Seconded by A. Logan**

**ACCEPTED**

**Foundation Report-Housel**

- Housel reported on a successful “Friend Raiser” gathering.
- The Library Foundation is seeking people to serve as leaders and commit to join the capital campaign committee.
- Behe and Housel are working together to create the annual appeal letter which is on target to be mailed the middle of November.
- Housel welcomes four new board members to the Foundation board.

**IV. Old Business**

**Board Retreat**

**Minutes**

**Moved by C. Leistiko** “to approve the October 9<sup>th</sup> Board Retreat Minutes as presented.”

**Seconded by A. Logan**

**APPROVED**

**Board Action Plan**

C. Behe and the Board reviewed and discussed the Library Trustee Action Plan for FY19.

**Moved by C. Leistiko** “to accept the FY19 Board Action Plan as presented with suggested edits.”

**Seconded by A. Logan**

**ACCEPTED**

**V. New Business**

**Policy Updates-Leistikio, Behe**

- Leistikio reviewed updates and revisions to Policy 2001 Library Service in the Flathead Valley, Policy 2002 Hours of Service, Policy 2003 Library Accessibility and Policy 2009 Contracted Services.

**Moved by C. Leistiko** “to approve the updates to ImagineIF Library Policy 2001 as presented.”

**Seconded by A. Logan**

**APPROVED**

**Moved by C. Leistiko** "to approve the updates to ImagineIF library Policy 2002 as presented."

**Seconded by A. Logan**

**APPROVED**

**Moved by C. Leistiko** "to approve the updates to ImagineIF library Policy 2003 as presented."

**Seconded by A. Logan**

**APPROVED**

**Moved by C. Leistiko** "to approve the updates to ImagineIF library Policy 2009 as presented."

**Seconded by A. Logan**

**APPROVED**

**Early Closure Wednesday, November 21 at 5PM. Day before Thanksgiving.**

**Moved by A. Logan** "to approve an early closure of 5PM at all locations on Wednesday, November 21<sup>st</sup>."

**Seconded by C. Leistiko**

**APPROVED**

**Closure for All Staff Day Training, Monday, December 3<sup>rd</sup>.**

**Moved by A. Logan** "to approve the closure of all ImagineIF locations on Monday, December 3<sup>rd</sup> for all day all staff training."

**Seconded by C. Leistiko**

**APPROVED**

**Housekeeping**

**All Day All Staff Training Day:** Monday, December 3, 2018, Museum at Central School.

**Next regular meeting:** Wednesday, December 5, 2018, 9:30AM Bigfork.

**VI. Adjourn: 12:16PM**