



LIBRARIES

**Library Board of Trustees Meeting
Thursday, September 24, 9AM
Online Meeting
MEETING MINUTES**

Online attendance: Marsha Sultz, Connie Leistiko, Heidi Roedel, Doug Adams, Al Logan (Board); Connie Behe, Teri Dugan, (Staff); Charlotte Housel (Foundation)

- A. Call to Order:** C. Leistiko called the meeting to order at 9:06 am.
- B. Open time for persons to address the Board on matters within the Board's jurisdiction.**
- C. Approval of Minutes** Thursday, August 27 2020. **(ACTION)**
Moved by M. Sultz "to approve the August 27, 2020 Board Minutes as presented."
Seconded by A. Logan
Motion passed unanimously
- D. Reports**
- A. Financial Report- Dugan, Behe
Moved by A. Logan "to approve the August 2020 finance report as presented."
Seconded by M. Sultz
Motion passed unanimously
- Moved by A. Logan** "to approve the July 2020 finance report as presented."
Seconded by D. Adams
Motion passed unanimously
- B. Director and Staff Report- Behe
- Behe provided information regarding the library return on investment with our materials recovery contract with Unique Management. Recovery of materials and cash result in a \$7.68:1 ROI.
 - The County Commissioners approved the FY21 Budget on September 1st by 2 in favor and 1 against.
 - Paul Mutascio spoke to the commissioners regarding a library/Bigfork senior center shared space.
 - Behe spoke with County Administrator, Mike Pence regarding the process of a mill levy campaign. The Library Board will plan a future workshop to discuss this option of funding further.

- Behe reviewed staff and library safety procedures and precautions currently in practice at the library.
- Sultz is grateful the library is open and continue to serve the public.
- Sultz thanked S. Crompton, Library IT Technology Coordinator for the dedication and hard work in keeping the library technology upgraded during the extra demand caused by the pandemic.
- Foot traffic during library reduced hours has been averaging about 375-400 people per day in Kalispell.

C. Facilities Report

- Nothing to report in this area.

D. Foundation Report- Housel

- A big thank you to Roedel for attending the MontaVino fundraiser event in Kalispell.
- Legacy giving is a focus for the foundation. These donations are typically planned gifts from wills, IRA accounts and the like.
- The annual Library Foundation retreat is scheduled for October 27 at Flathead Lodge. The option to attend in person or online is in place. The Library Board is encouraged to attend. The meeting will be publicly noticed if necessary.
- The Triple Take foundation newsletter went out.
- Housel is working on various grant applications.
- The Foundation is seeking to fill 2 board vacancies.

E. Old Business

A. Library Board Retreat

- Scheduled for October 14, from 1pm to 4 pm; Online format.
- Facilitators include Patrick Sweeney from EveryLibrary and Ned Cooney.
- Agenda topics were discussed.
- Library board top priorities, Bigfork property next steps and mill levy funding are all possible topics for the retreat.
- Behe will follow up with the facilitators and Board Chair to draft the agenda and send it out.

Motion by M. Sultz "to schedule the annual Library Board online retreat on Wednesday, October 14, from 1-4pm.

Seconded by A. Logan

Motion passed unanimously

B. Review Board Action Plan

- Leistiko reviewed the FY20 Board Action plan and invited topics discussion to include in updated the plan for the new year.
- Future planning, focus and direction as well as statutory board responsibilities are possible topics to include for FY21.

F. New Business

- A. Letter of support for Bigfork Library and Senior Center Co-location.
- Leistiko will draft a letter and send it to the board for discussion. The board agreed.

G. Housekeeping

Next regular meeting: Thursday, October 22, 9-12 Online.

H. Executive Session

- A. Director Performance Review

Moved by M. Sultz "to go into closed executive session at 10:17 am to conduct the annual Director review."

Seconded by D. Adams

Motion passed unanimously

Closed Executive Session 10:17 am.

I. Meeting Adjourned at 11:27 am.