



LIBRARIES

**Library Board of Trustees Meeting
Thursday, July 22
ImagineIF Kalispell
MEETING MINUTES**

In attendance: Connie Leistiko, Heidi Roedel (Remote Attendance), Doug Adams, Al Logan, Marsha Sultz, David Ingram (Board); Connie Behe, Martha Furman, Teri Dugan, (Staff); Charlotte Housel, (Library Foundation)

Guests present: Pam Haglund, Tammy Skramovsky, Tara Fugina, Ron Gerson, Margaret Davis, Barbara Boorman, Beth Steele, Vanessa Barrett, Ellie Newell, Sam Crompton, Bob Keenan, Roy Beekman, Susan Powers-Healy, Natasha Bennetts, Alli Mitchell, Jen Parsons, Kelly Dougherty, Lori Hines, Sean Anderson.

- A. Call to Order:** Vice Chair D. Adams called the meeting to order at 9:01 am.
- B. Open time for persons to address the Board on matters within the Board's jurisdiction.**

Margaret Davis spoke regarding the future Bigfork library project. M. Davis hopes to see the Library Board continue to support and work on the Bigfork project during the management transition of the library.

- C. Approval of Minutes** Board Meeting, Thursday, June 24, 2021
Moved by C. Leistiko "to approve the June 24, 2021 board minutes as presented."
Seconded by M. Sultz
Motion passed unanimously

Approval of Minutes Special Closed Board Meeting, Wednesday, June 30th, 2021.

Moved by M. Sultz "to approve the June 30, Special Closed Board Meeting as presented."

Seconded by D. Ingram and C. Leistiko

Discussion: Trustee Al Logan did not attend special meeting, it was agreed to strike Logan's name from the minutes. The drafted minutes did not include the acknowledgement of M. Furman as Interim Director or the resignation of Behe, Director. Behe provided an email sent to the Board after the meeting ended that summarized the Board's acknowledgement of Behe's 30-day notice and of the library succession plan.

Moved by M. Sultz "to amend the original motion to include the presented email as support for the acknowledgement of the succession plan and Furman as Interim Director."

Seconded by C. Leistiko

Discussion: Ingram did not remember the conversation regarding the succession plan and Interim Director. Roedel did not remember voting on the Interim Director but did remember the 30-day resignation of the Director. Adams said there was no formal vote and the board is not beholden to the succession plan. Sultz and Leistiko stated they are in favor to include Furman as the Interim Director in the official minutes.

Vote to amend the original motion to include the email as support document:

In Favor: 2

Opposed: 3

Amended Motion Failed

Vote of the original motion to accept the minutes:

All in Favor: 5

Passed Unanimously

D. New Business

1. Trustee Support of Bigfork Capital Project

Housel, Library Foundation Executive Director expressed concerns regarding conversations between the Library Board Chair and a potential grantor and the negative impact it may have played in a loss of a grant award.

Roedel responded that the conversation was initiated by the other party, Bob Keenan, and that many points brought as concerns were not factually correct or were taken out of context. Roedel said she did not realize the process to contact the Foundation Executive Director when contacted by a donor and did not ask for the conversation to be kept confidential. Roedel said she expressed in the meeting with Bob Keenan that she liked some things about the Westshore volunteer run library but that it wouldn't work for ImagineIF as a public library.

Guest Bob Keenan said Roedel started the conversation by saying that she was not representing the board in the call. B. Keenan said volunteer support was discussed. Keenan said the ultimate reason to delay the funding was due to the administration change at the library.

Doug Adams called for each Board Member to express their stance on the Bigfork Capital Project.

Leisitko absolutely supports the project. The board has acknowledged and promoted the project for 3 years.

Sultz reaffirmed support for the Bigfork Capital Project.

Ingram supports the project in concept and acknowledged unresolved issues.

Roedel supports the Bigfork project.

Adams supports the Bigfork project and thanked the Foundation for their hard work and success in raising a substantial sum of money already.

Housel asked for the ownership issue of the Bigfork property to be decided upon and that a Trustee be placed on the Capital Campaign Committee to replace former Trustee Al Logan.

Adams requested that the committee placement decision be put on the regular August board meeting agenda.

2. Review "Emergency Succession" Plan- Updated April 2020.

Adams requested input from Deputy County Attorney, Tara Fugina regarding succession plans. Fugina stated that succession plans are inadvisable because they are hard to stick to and to put in writing. If succession plans are put in place, they should not include specific names.

Behe shared that the previous Library Board requested the creation of a succession plan and it has been updated twice with Board approval. The last time in April 2020. The plan has proved helpful in the time of the pandemic. Behe stated that in her experience, succession plans provide continuity of services during a crisis as well as instilling confidence in staff that leadership is in place should an emergency arise.

Sultz reminded the board that as a statutory board, the Library Board needs to know who will be appointed.

Adams requested input from Human Resources Director, Tammy Skramovsky regarding the existence of an approved succession plan. Skramovsky said problems can arise when formal plans are in place. Plans can become outdated and restrict the board in the succession.

Behe said the succession plan was a tool used to ready a person to take a position in an emergency and the intent was solution based, it was never meant to usurp the authority of the Board; the Board is the final authority on the matter.

Moved by H. Roedel "to suspend the emergency succession plan."

Seconded by D. Ingram

Amended by D. Ingram "to suspend the emergency succession plan indefinitely."

Amended Motion passed unanimously

3. Appointment of Interim Director

Moved by C. Leistiko to appoint Martha Furman as Interim Director pending the recruitment search.

Seconded by M. Sultz

Roedel asked about the Director's authority to hire extra staff. Behe explained that it is within the purview of the Director to hire temp employees and staff within the approved budget but an increase in the library FTE requires the

approval of the County Commission. Discussion took place regarding the tasks of both the Library Director and Assistant.

Move to Amend by D. Adams "to add no additional hiring without the approval of the Board."

Seconded by D. Ingram

Amended Motion passed unanimously

Skramovsky explained county policy regarding the pay of interim classified positions. Policy states that the Interim Director position will start at grade 49. The Library Director salary is decided by the library board.

**Vote on original motion to appoint Furman as Interim Director:
Motion passed unanimously**

4. Consideration of Pay for Interim Director

County policy states that Interim Director will be paid at grade 49, starting step. No discussion took place.

5. Recruitment choices for hiring a new Director

Skramovsky explained the hiring process and the procedures used when hiring a consulting firm to assist in the search. Hiring a recruitment firm helps expand the reach of the recruitment.

Leistiko inquired about the county helping with financing the search. Adams requested more quotes be collected from the County HR department. County HR will work on getting more proposals.

Moved by H. Roedel to use County HR to search for a new Director for the first 3 months and then look into hiring a consultant if no one is recruited by then.

Seconded by D. Ingram

Discussion: Roedel suggested this plan as a way to save money. Sultz said this would waste time in the search given the Flathead Valley housing market and search difficulties. Sultz would like to proceed right away with the hiring of a recruitment firm.

Vote:

In Favor: 1

Opposed: 4

Motion Failed

Motion by M. Sultz "to hire an outside recruiting consultant to help with the hiring of a Library Director."

Seconded by C. Leistiko

Amended by D. Adams "to include the County HR department"

Seconded by D. Ingram

Amended Motion passed unanimously

**Vote on original motion to hire a recruiting firm:
Motion passed unanimously**

6. Retreat for Trustees to identify Board goals and steps to recruit a new Director

Discussion: Ingram suggested the retreat be scheduled in August to allow time for the Board to discuss what the Board is looking for in a future director.

Sultz thought the timing might be better to wait until a hiring firm is secured.

Adams would like to move things along and schedule an August date.

**BREAK 10:55a
RESUME 11:02a**

Library Board retreat scheduled for Friday, August 13. Roedel, Sultz, and Furman will work together to provide a formal agenda and supporting materials needed for the retreat. The retreat is open to the public.

E. Reports

1. Financial Report

Moved by C. Leistiko "to accept the preliminary June finance report as presented."

**Seconded by M. Sultz
Motion passed unanimously**

2. Director and Staff Reports

Behe will provide transparency and information during the management transition. Questions were received regarding the written report. Statistics report will be scheduled at a later date.

3. Foundation Report

Housel reported the success of Stories and Starlight fundraiser. Initial estimates are that \$7500 was raised. The Foundation Board is busy preparing for the Great Fish event and recently received a 10K grant from the endowment for humanities.

Housel requested the Library Board make a motion to recommit to the Bigfork campaign.

Moved by M. Sultz "to reaffirm continued Library Board support for capital campaign to fund and build a future Bigfork Library."

**Seconded by C. Leistiko
Motion passed unanimously**

Housel requested the Library Board ask the County Commission to formally accept the Bigfork property when it is complete to help initiate the conversation.

Adams suggested waiting on this request. Leistiko agreed that the request is premature. Adam reassured Housel that the Library Board is actively working on the project.

4. District Exploratory Committee Report

Adams and Roedel met with the County Commissioners separately to discuss the possibility of a future joint workshop and funding scenarios for the library. Roedel and Adams said the discussions were beneficial and are optimistic about working together in the future. It was advised that the future Library Director discuss the need for a workshop with County Administrator Pete Melnick.

District Exploratory Committee work will be put on hold until a new director is hired.

Roedel asked for completed Library Board minutes to be distributed to the Board sooner for review.

Housekeeping: Next regular meeting: Thursday, August 26, 2021. 9a-12p.
Kalispell

F. Adjourn: Adams adjourned the meeting at 11:54a