



LIBRARIES

**Library Board of Trustees Meeting
Thursday, August 26th 9am
ImagineIF Kalispell
MEETING MINUTES**

In attendance: Connie Leistiko, Heidi Roedel, Doug Adams, Connie Leistiko, Marsha Sultz, David Ingram (Board); Martha Furman, Teri Dugan, Sean Anderson, Ellie Newell, Kat Wilson (Staff); Tammy Skramovsky (Flathead County) Remote attendance: Charlotte Housel (Library Foundation)

Guests present: Jackie Zelman, Margaret Davis

- A. Call to Order:** Chair H. Roedel 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.**
Members of the audience introduced themselves. Time was allowed for persons to address the board. None were present that chose to address the board.
- C. Approval of Minutes** Board Meeting, Thursday, July 22, 2021
Moved by C. Leistiko "to approve the July 22, 2021 board minutes as presented."
Discussion: A date correction was noted on the agenda.
Seconded by M. Sultz
Motion passed unanimously
- Approval of Minutes** Annual Board Retreat, Friday, August 13, 2021.
Moved by D. Adams "to approve the August 13th, Annual Board Retreat Meeting as presented."
Seconded by C. Leistiko
Discussion: Adams requested details of the edits made to the Directors job description be included in the minutes before it is approved.
Motion passed unanimously
- D. New Business**
1. Review of County options for financial compensation for new director and CPS HR Consulting contract update- Guest Tammy Skramovsky, Flathead County HR Department.

Skramovsky shared information about the county standard pay matrix. The library board in previous years has decided the director should be paid at grade 49. Skramovsky explained grades, steps and longevity and cost of living raises in regards to the standard pay matrix. When salary surveys are conducted for the county, library position information has been difficult to collect. Skramovsky

recommended keeping the director pay at grade 49 due to the current tough recruiting climate and housing market in our location. Skramovsky was not sure the position could be filled if the wage was lowered.

Discussion took place regarding the difference in paying the director from the county pay matrix or stating details in a written contract regarding pay and benefits. Contracts are typically made for 1, 2 and 3 years. Skramovsky recommended a 2-year contract.

Adams suggested using the hiring time to review the pay scale for the entire library to help with the on-going budget shortages. The proportion of budget to salary can be lessened. Adams would like to get the library fiscal house in order to help show we are willing to make sacrifices to get facilities.

Leistiko reminded the board that the budget is an operating budget and did not see anywhere cuts could be made. Library Materials and staff are the two products we offer to the community library users.

Sultz said the lowering of salaries would hinder adequate services to the community.

Move by M. Sultz "to enter into a 2-year contract with the new Library Director with an evaluation to be conducted at 1 year."

Seconded by C. Leistiko

Discussion: legal language, terms and a probationary period were discussed. Ways to include these terms in the contract was a topic.

M. Sultz Motion Withdrawn

Discussion took place regarding staying on the county matrix for the new Director.

Moved by C. Leistiko "to hire the new Library Director within the county standard pay matrix to include longevity and cost of living increases."

Seconded by M. Sultz

Discussion: Ingram asked if it would be better to negotiate a contract and not be bound by the standard matrix. Adams prefers to stay on the county matrix if the board can agree on a start grade.

Vote to stay on county matrix:

In Favor: D. Ingram, M. Sultz, C. Leistiko, D. Adams

Opposed: 0

Abstain: H. Roedel

Leistiko suggested discussing the pay matrix and grades and deciding upon a pay grade for the new director. The current grade 49 was set by the board three years ago.

Moved by D. Adams "to change the Library Director pay grade from grade 49 to pay grade 37."

Seconded by D. Ingram

Discussion: Sultz and Leistiko stated this was too low. Furman told the board this grade was below the assistant director pay grade. Housel said offering a non-competitive wage was detrimental to the library. Adams pointed out that

prospective applicants may be in rural communities and be attracted to this level of salary.

Vote to change Director pay grade from 49 to 37:

In Favor: D. Adams

Against: H. Roedel, C. Leistiko, M. Sultz, D. Ingram.

Motion by D. Ingram "to change the Library Director pay grade from grade 49 to 42.

Seconded by D. Adams

Discussion: Housel said the offer gave them great pause as a support organization when all areas of business are hiring.

D. Ingram Motion Withdrawn

Adams called for a vote

Vote on motion to pay director at grade 42

In Favor: D. Adams, D. Ingram, H. Roedel

Against: C. Leistiko, M. Sultz

Motion passes

2. Budget amendment for chiller replacement
Discussion took place regarding the details and work needed for the replacement of the chiller in the library air conditioning system. Anderson explained the Johnson Controls proposal. Adams asked about a warranty on the current chiller. Anderson will look into it.

Moved by C. Leistiko "to spend \$10,260 from Library Depreciation Fund 4020 to replace broken chiller pending warranty information on old chiller."

Seconded by D. Adams

Amended Motion passed unanimously

BREAK 10:52a

RESUME 11:05a

Moved by D. Ingram "to reconsider previous motion of setting Library Director pay at standard matrix grade 42."

Seconded by C. Leistiko

Discussion: Ingram explained he had previously misunderstood the salary range he was interpreting from the East Bonner Library District Job Posting and would like to reconsider the vote taken.

Vote to reconsider previous motion of setting Library Director pay at standard matrix grade 42.

In Favor: D. Ingram, C. Leistiko, M. Sultz, H. Roedel

Against: D. Adams

Motion passes

Moved by D. Ingram "to hire a Library Director at Grade 45 in the Standard Matrix for Flathead County which will put the salary range just above the East Bonner Library District Director."

Seconded by M. Sultz

Vote to pay new director at grade 45.

In Favor: H. Roedel, M. Sultz, D. Ingram, C. Leistiko

Against: D. Adams

Motion passes

3. Review of FY22 Board of Trustees Committees and plan for committee work. Committees were reviewed and discussed. Furman explained the tasks of the policy committee. Library Policies are reviewed on a rotating schedule. The board asked for the policy update schedule. The list of policies are available on the library website.

4. Select Board member for Library Foundation Capital Campaign Committee

Moved by D. Adams "to nominate C. Leistiko to represent the Library Board on the Capital Campaign Committee."

Seconded by D. Ingram

Motion passed unanimously

E. Reports

1. Financial Reports

Moved by M. Sultz "to accept the final FY21 June financial report as presented."

Seconded by C. Leistiko

Motion passes unanimously

Motion by C. Leistiko "to accept the ~~FY22 July~~~~June~~ ~~FY22~~ financial report as presented."

Seconded by M. Sultz

Motion passed unanimously

2. Interim Director and Staff reports

Furman is keeping up communication and updates with staff. Furman is working with management staff for Fall program planning. Outdoor Storytime will be implemented. Some programs, such as Wired Wednesday in Columbia Falls have been paused for the time being.

Anderson explained work being done on the Network Advisory Committee. Leistiko pointed the technology budget has remained stagnant for years and a request from the Technology Coordinator for an increase is something the board should consider.

Ingram inquired about the lending of hotspots at the library. Ingram questioned if it was the library's core function to provide this service. Furman explained that providing access to information in all forms is the library's mission.

Anderson presented the year end statistics to the board. The title of the Powerpoint presentation was titled "FY21 Year in Review".

3. Foundation Report

The GreatFish challenge is in full swing. \$14,000 of the \$20,000 goal has been reached. Housel thanked Axelsen for the great social media posts about the Greatfish challenge.

Tuesday Tours continue at the future Bigfork library facility.

The Library Foundation plans to apply for a National Endowment of Humanities grant.

The Foundation is planning an annual fall retreat, which will take place remotely.

- F. Housekeeping:** Next regular meeting: Thursday, September 23, 2021. 9a-12p.
Kalispell
Greatfish Community Challenge: August 5-September 17, 2021.
- G. Adjourn:** Roedel adjourned the meeting at 12:34p.

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