



LIBRARIES

**Library Board of Trustees Meeting
Thursday, April 28, 9am
ImagineIF Kalispell
MEETING MINUTES**

In attendance: Heidi Roedel, Doug Adams, Marsha Sultz, David Ingram, Connie Leistiko (Board); Ashley Cummins, Teri Dugan, Sean Anderson (Staff); Vanessa Barrett (Library Foundation).

Guests present: Carroll Blend, Valeri McGarvey, Diane Taylor-Mahnke, Susie Burch, Margaret Henderson, Jill Carlberg, Lily Kirsanou, Jodonna Dores, Barbara Myers, Carmen Cuthbertson, Brian Heyler, Chance Barrett, Ellen Plantz, Barbara Boorman, Laurel Ekern, Adele Murphy, Kathy Britton, Gary Stevens, Margaret Davis, Dee DeYoung, Tom Gilbert, Sam Riley, Alyssa Ramirez,

- 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.**

Brian Heyler, Jerad Sivett, Carmen Cuthbertson

- C. Approval of Minutes (ACTION)**

Finance Committee Meeting, Thursday, March 16th, 2022

Moved by C. Leistiko "to approve the March 16, Finance Committee Board minutes as presented."

Seconded by D. Ingram

Motion Passes Unanimously

Regular Board Meeting, Thursday, March 24, 2022

Moved by M. Sultz "to approve the Thursday, March 24 Board Meeting as minutes presented.

Seconded by D. Ingram

Motion Passes Unanimously

00:00:04

Special Board Meeting, Friday, April 1st, 2022

Moved by C. Leistiko "to approve the Friday, April 1st Special Board Meeting minutes as presented."

Seconded by D. Adams

Motion Passes Unanimously

00:00:27

Personnel Committee Meeting, April 5th, 2022

Moved by M. Sultz "to approve the April 5th, 2022 Personnel Committee Meeting minutes as presented."

Discussion: Online meeting correction changed to in person meeting.

Seconded by D. Ingram

Motion Passes Unanimously

00:01:07

D. Foundation Report- Barrett

E. Reports

00:15:01

1. Financial Report

Moved by D.Ingram "to accept the March 2022 Financial Report as presented."

Seconded by M. Sultz

Motion Passes Unanimously

00:21:38

2. Director and Staff Reports
Trustee Application Process
Incident Reporting Update
Marion Library Update

00:36:36

3. Collection Development Presentation

BREAK: 10:28am to 10:38am

02:18:39

4. Citizen Science Presentation

02:48:56

F. Old Business

1. Kalispell Library Business Hours
2. Montana State Library Commission Meeting Update

3. Budget Committee
4. Policy Review Discussion

03:22:08

G. Housekeeping

Comments from Trustees- Opportunity for individual trustees to respond to public comments.

Marsha Sultz, Heidi Roedel, Dave Ingram

03:25:21

H. New Business

Library Personnel Matter

Moved by D. Adams "to enter into executive session at 12:48 pm to discuss Library Personnel Matter."

Seconded by D. Ingram

Motion Passes Unanimously

Executive Session

Moved by D. Ingram "to end the executive session at 1:40 pm and re-open the meeting."

Seconded by M. Sultz

Motion Passes Unanimously

03:25:42

Moved by D. Adams "to update the job description for the Assistant Director position as presented in the transition plan."

Seconded by C. Leisitko

Motion Passes Unanimously

Moved by D. Adams "to set the pay grade for Assistant Director to Grade 38 as presented in the transition plan."

Seconded by D. Ingram

Motion Passes Unanimously

Moved by D. Adams "to update the job description for Office Assistant III to Office Coordinator as presented in the transition plan."

Seconded by M. Sultz

Motion Passes Unanimously

Moved by D. Adams "to set the pay grade for Office Coordinator at Grade 29 as presented in the transition plan."

Seconded by C. Leistiko

Motion Passes Unanimously

Moved by D. Adams "to eliminate the Senior Librarian position."

Seconded by D. Ingram

Motion Passes Unanimously

Moved by D. Adams "to add a new Professional Librarian position as presented in the transition plan."

Seconded by Sultz

Motion Passes Unanimously

Moved by D. Adams "to change on Materials Handler position from 25 hours to 16 hours per week as presented in the transition plan."

Seconded by C. Leistiko

Motion Passes Unanimously

Moved by D. Adams "to add a new Library advisor position of 25 hours as presented in the transition plan."

Seconded by D. Ingram

Motion Passes Unanimously

Moved by D. Adams "to modify the paygrade for Materials Handlers from grade 11 to 12 as presented in the transition plan."

Seconded by M. Sultz

Motion Passes Unanimously

Moved by D. Adams "to modify the paygrade for Library Courier from grade 11 to 12 as presented in the transition plan."

Seconded by C. Leistiko

Motion Passes Unanimously

Moved by D. Adams "to increase the custodial hours by 3 hours per week as presented in the transition plan."

Seconded by D. Ingram

Motion Passes Unanimously

Moved by D. Adams "to upgrade the Bigfork Library Advisor from part-time Branch Manager I to Full time Branch Manager I as presented in the transition plan."

Seconded by M. Sultz

Motion Passes Unanimously

Moved by D. Adams "to eliminate one full time Library Advisor position and presented in the transition plan."

Seconded by C. Leistiko

Motion Passes Unanimously

Moved by D. Adams "to create two 20 hour/week part time Library Advisor positions as presented in the transition plan."

Seconded by D. Ingram

Motion Passes Unanimously

I. Adjourn

03:30:28

Meeting adjourned at 1:44 pm.