



## LIBRARIES

**Library Board of Trustees Meeting  
Thursday, August 25, 2022  
ImagineIF Kalispell  
MEETING MINUTES**

**In attendance: Heidi Roedel, Doug Adams, David Ingram, Carmen Cuthbertson (Board); Ashley Cummins, Teri Dugan, Sean Anderson (Staff); Adam Tunnel (Library Foundation).**

**Public Present: Mitch Drachman, Diane Taylor-Mahnke, Abby Moscatel, Lily Kirsanow, Kelly Dougherty, Barbara Boorman, Margaret Davis, Ruth Barefoot, Micah Drew, Taalyr Claridge, Gary Stevens, Valeri McGarvey, Jordonna Dores, Susie Burch, Taylor Inman.**

- A. Call to Order:** Chair D. Adams called the meeting to order at 9:00 am.
- B. Open time for persons to address the Board on matters within the Board's jurisdiction.**

Kelly Dougherty, Valeri McGarvey, Abby Moscatel, Diane Taylor-Mahnke

- C. Approval of Minutes (ACTION)**

**10:27** Regular Board Meeting, Thursday, July 21, 2022

**Moved by D. Ingram** "to approve the July 21st Library Board minutes as presented."

**Seconded by H. Roedel**

**Motion Passes Unanimously**

Policy Committee Meeting, August 16, 2022

**Moved by C. Cuthbertson** "to approve the August 16th Policy Committee meeting minutes as presented."

**Seconded by D. Ingram**

**Motion passes Unanimously**

- D. Reports**

1. **11:59** June 2022 Financial Report  
**Moved by H. Roedel** "to accept the June Financial Report as presented."  
**Seconded by D. Ingram**  
**Motion passes unanimously**

July 2022 Financial Report

**Moved by C. Cuthbertson** "to accept the July 2022 Financial Report as presented."

**Seconded by D. Ingram**

**Motion passes unanimously**

2. **25:54** Director and Staff Reports

Cummins reviewed highlights from the Director's written report.

- A parent's guide is available for caregivers when they sign up for a library card for their children.
- Next month, staff will give a Summer Experience report.
- Cummins helped at the county fair in August.
- September 12 is scheduled for an in service all staff day.
- Cummins is focusing on promoting a positive work environment for staff in light of recent challenges.

3. **35:22** Foundation Report-Tunnel

- Tunnel presented a virtual tour of the future Bigfork Library facility.
- The Library Foundation is working on reinvigorating the Bigfork Capital Campaign.
- Tunnel thanked the Library Board for their recent agreement to accept the Bigfork Library property when completed.

4. **48:23** Facilities Committee Report- Cuthbertson

- Cuthbertson submitted a draft letter stating support from the Library Board for the Bigfork Library Project.
- Cuthbertson would like to find options for quick, low cost solutions for the restrooms located in the children's area to make the space safe and ADA compliant.

**Moved by D. Ingram** "to approve the letter as a statement of support from the Library Board to the Library Foundation."

**Seconded by H. Roedel**

**Motion passes Unanimously**

5. **52:28** Courier and Interlibrary Loan Presentation- Anderson

Anderson presented information regarding the process of Interlibrary loans and Library Partners Mail to the board. The presentation demonstrated the different ways the library borrows and shares library materials as well as the cost of these processes.

## **E. Old Business**

### 1. **01:23:34** Trustee By-laws Review

The policy committee presented updates and revisions needed for the Trustee By-laws. Discussion took place regarding keeping links mentioned in the policy current.

**Moved by C. Cuthbertson** "to approve the presented, revised Trustee By-laws."  
**Seconded by D. Ingram**  
**Motion passes unanimously**

### 2. **01:27:33** Policy 2009 Contracted Services

Discussion took place about the current necessity for this policy as Montana Code states that Library Boards can enter into contracts. Contracts should be structured to fit the fiscal year.

**Moved by D. Ingram** "to approve Policy 2009 Contracted Services as amended to add "as per MCA 22.1.309 following the first sentence in the policy."  
**Seconded by C. Cuthbertson**  
**Motion passes unanimously**

### 3. **01:32:37** Policy 6004 Volunteers

Discussion took place to remove references to the volunteer handbook. Cummins recommended removing the reference to the handbook due to the fact that the handbook is more of a procedural document and does not need to be mentioned in the policy.

Adding a link to the Flathead County Policy manual was discussed.

**Moved by C. Cuthbertson** "to approve Policy 6004 Volunteers as presented with updates and to add the link to the Flathead County Policy manual."  
**Seconded by H. Roedel**  
**Motion passes Unanimously**

### 4. **01:35:01** Policy 2012 Face Coverings in the Library

**Moved by D. Ingram** "to remove Policy 2012 Face Coverings in the Library."  
**Seconded by C. Cuthbertson**  
**Motion passes unanimously**

### 5. **01:36:26** Policy 1004 Donations

**Moved by D. Adams** "to table this topic until the September board meeting to allow additional review of the policy with input from staff to formulate a draft to bring to the full board."  
**Seconded by D. Ingram**  
**Motion passes unanimously**

6. Policy 5000 Collection Development and Management

**Moved by D. Adams** "to table this topic until the September board meeting to allow additional review of the policy with input from staff to formulate a draft to bring to the full board."

**Seconded by D. Ingram**

**Motion passes unanimously**

**F. New Business**

1. **01:41:34** Board Retreat with State Library Consultant, Tracy Cook, scheduled for October 4<sup>th</sup>, 2022

Discussion took place regarding a time and location for the retreat. Staff will look into reserving a county conference room. Agenda topics were discussed. The library strategic plan and support group relationship building are possible topics.

**Moved by D. Adams** "to arrange to hold the annual board retreat at 9am on October 4, 2022 and to seek a county conference room to hold the retreat with the agenda discussed."

**Seconded by H. Roedel**

**Motion passes Unanimously**

2. **01:57:55** Trustee Applicants

13 applications are being considered by the County Commissioners. Discussion took place to schedule the candidates interview date for the Library Board.

It was decided that the interviews will be scheduled for Tuesday, September 6<sup>th</sup> at 4pm at ImagineIF Kalispell.

3. **02:02:23** Location for Library Board Meetings

Cummins suggested other venues to hold regular board meetings if space was available. Adams would like to keep consistency in the location.

Roedel suggested evening meetings as an option to allow more community members to attend.

Cummins will follow up with reaching out to find out the availability of the Agency on Aging Conference room.

The September meeting will be held at the regular time and location in Kalispell.

**G. 02:08:21 Housekeeping**

**Comments from Trustees**

Carmen Cuthbertson

**Next regular meeting**, September 22, 2022 at 9am in Kalispell  
**Library Board Retreat**, October 4, 2022 at 9am, Location TBD

## **02:12:08 Closed Executive Session**

**Moved by D. Adams** "to enter into closed executive session at 11:13am"

**Seconded by D. Ingram**

**Motion passes unanimously**

### **Open Meeting to Public**

**Moved by D. Adams** "to open the meeting to the public at 12:50pm."

**Seconded by H. Roedel**

**Motion passes unanimously**

### **Library Personnel Changes**

**Moved by D. Ingram** "Library Advisor Natasha Luehr will increase from .50 to .75 FTE."

**Seconded by D. Adams**

**Motion passes unanimously**

**Moved D. Ingram** "Library Advisor Joshua Braach will increase from .625 to 1.00 FTE."

**Seconded by H. Roedel**

**Motion passes unanimously**

**Moved by D. Ingram** "Library Advisor Coral Rebana will increase from .70 to 1.0 FTE."

**Seconded by C. Cuthbertson**

**Motion Passes unanimously**

**Moved by D. Ingram** "Library Advisor Ashley Palmer will increase from .80 to 1.00 FTE."

**Seconded by D. Adams**

**Motion passes unanimously**

**Moved by D. Ingram** "Library Advisor Isabeau Newbury will increase from .50 to .63 FTE."

**Seconded by H. Roedel**

**Motion passes unanimously**

**Moved by D. Ingram** "Library Advisor Liza Butler-Aveson will reduce from .525 to .50 FTE as requested."

**Seconded by C.Cuthbertson**

**Motion passes unanimously**

**Moved by D. Ingram.** "to increase the open Library Advisor position for CF from .50 FTE to .63 FTE."

**Seconded by D. Adams**

**Motion passes unanimously**

**Adjourned at 12:53pm**