



## LIBRARIES

### LIBRARY BOARD OF TRUSTEES MEETING THURSDAY, JULY 21, 2022 9:00 AM IMAGINEIF KALISPELL MEETING MINUTES

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

Members of the Public: Barbara Boorman, Kevin Colacino, Bill Miles, Rudy Koestner, Tom Finkle, Bill Phillips, Margaret Davis, John Mimmaugh, Susie Burch, Terry Falk, Sue Bodurtha, Christina Relyea, Jordonna Dores, Taylor Inman, Lloyd Bondy, Joel Moscatel, Rafael Moscatel, Tyler Warburton, Mitch Drachman, Jim Riley, Rod Kuntz, Jason Preble, Joe Jessop, Gary Stevens, M. Pannell, Chany Okert, Ellen Plante, Lily Kirsanow.

- A. Call to Order:** Chair H. Roedel Called the meeting to order at 9:01 am.
- B. 00:11 Open time for persons to address the Board on matters within the Board's jurisdiction.**

Jim Riley, Lloyd Bondy, Jason Preble, Joe Jessop, Bill Miles Joel Moscatel, Rafael Moscatel, Rod Kuntz, Chany Okert, Tom Finkle, Tyler Warburton, Kevin Colacino, Samantha Riley, Margaret Davis, Jordonna Dores, John Mimmaugh.

- C. 25:25 Welcome Trustee Cuthbertson**

Trustee Cuthbertson shared a written introduction of herself.

- D. 33:47 Approval of Minutes**

Regular Board Meeting, June 23, 2022

**Moved by D. Adams** "to approve the June 28<sup>th</sup> Board Minutes as presented."  
**Seconded by D. Ingram**  
**Motion passes unanimously**

Policy Committee Meeting, June 28, 2022

**Moved by D. Adams** "to approve the June 10 Policy Committee Minutes as presented."  
**Seconded by C. Cuthbertson**  
**Motion passes unanimously**



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### E. Reports

1. **34:36** June 2022 Financial Report—Dugan

**Moved by D. Ingram** "to accept the preliminary June finance report as presented."

**Seconded by D. Adams**

**Motion passes unanimously**

2. **43:05** Director and Staff Reports-Cummins

#### Director's Report

- Cummins updated the board circulation statistics for the month of June.
- Cummins traveled to Helena for the Network Advisory Council Retreat in early July.
- A handout for parental information card has been created to give to parents when a child receives a library card.
- Summer experience is in full swing.
- Excitement has been created as a result of the board accepting the Bigfork property transfer agreement.
- Teen area furniture has been updated and refreshed.
- We continue to fill open positions.
- The library is participating with some activities at the Kalispell Railpark opening.
- Library in service days have proven to be successful.
- Community comments have kept the library director very busy.
- Cummins is focusing on positive activities the library is doing.

#### **1:00:04** End of Year Statistics-Anderson

- Total circulation of children's materials has increased 18% over the last year.
- Fire code limitations have resulted in program attendance being down 80% from 2019 at all locations. In previous years, fire code restrictions were not consistently held to. Staff have found creative solutions to accommodate participants while also adhering to fire safety codes for our library buildings.
- Adult borrowing is down 4%- largely due to digital borrowing being down by 15%.
- Total combined borrowing has increased by 3.2%.
- Computer and Internet Access has increased by 56%.
- Hot Spot lending usage has increased by 300%. The Montana State Library is the administrator of this lending program.



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### 3. **1:21:17** Foundation Report Update- Tunnel

- Tunnel thanked the Board for continued open conversations and expressed thanks to the Board for signing the Bigfork property transfer agreement.
- The Bigfork capital campaign is moving forward. Operational funding of the new library is still a concern.
- The execution of a successful capital campaign would be expedited if the county were to acknowledge the ownership and acceptance of the Bigfork Ark property.

**BREAK 10:40 AM**  
**RESUME 10:50 AM**

### F. **Old Business**

#### 1. **1:39:04** Trustee By-laws Review

Tabled for next month.

#### 2. **1:39:20** Library Bathroom Upgrades Update- Anderson

- Libraries typically use a single locking private restroom option.
- Anderson would recommend the restrooms in the children's area be private, single/family use restrooms based on his research.
- Safety is the key issue with the restroom updates. ADA upgrades will be needed as well.
- The restrooms are in the CIP fund beginning in FY23.
- Grant funding can be used to supplement the project. Cummins and Anderson will begin planning the project.

#### 3. **1:51:44** Goals- Director's Plan of Action- Cummins

- Strategic Planning is the main goal and plan of action for the next fiscal year.

#### 4. **1:53:26** In Service Days for FY23- Library Closures-Cummins

Discussion to close the library for the following Staff In-service days.

Monday, September 12, 2022

Monday, December 5, 2022

Monday, March 6, 2023

Monday, June 5, 2023.



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**Moved by C. Cuthbertson** "to approve the 4 in service dates for staff as presented."

**Seconded by D. Ingram**

**Motion passes unanimously**

### G. **1:56:35** New Business

#### 1. Policy Updates

**1:58:18** Policy 2001: Library Service in Flathead County

**Moved by D. Adams** "to reaffirm Policy 2001 as presented."

**Seconded by H. Roedel**

**Motion passes unanimously**

**1:59:03** Policy 2002: Hours of Service

**Moved by D. Adams** "to reaffirm Policy 2002 as presented."

**Seconded by D. Ingram**

**Motion passes unanimously**

**1:59:29** Policy 2003: Library Accessibility

**Moved by D. Adams** "to approve Policy 2003 with the typo correction in the second line in the second paragraph and to include the ADA appendix defining a service animal."

**Seconded by C. Cuthbertson**

**Motion passes unanimously**

**2:02:57** Discussion took place about Policy 2009 Contracted Services.

**2:07:08** Policy 2010: Customer Conduct

**Moved by D. Adams** "to approve Policy 2010 with changes as presented to include no sleeping on library premises, no leaving personal belongings on library property and requiring customers to keep personal belongings within their personal space."

**Seconded by D. Ingram**

Discussion took place to amend the language to clarify regarding weapons in the library.

**Motion Amended by D. Adams** "to approve Policy 2010 Customer Conduct with changes to modify the policy to state in the list of unacceptable behaviors as follows: Bringing a knife, unconcealed weapon or unpermitted concealed carried weapon or any other weapon into the library." Site Montana Codes 45-8 351 and 352.

**Motion passes unanimously**



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**2:16:46** Policy 2011: Photography, Videotaping, and use of other recording devices.

**Moved by D. Adams** "to approve Policy 2011 with changes to address filmography in the library."

**Seconded by D. Ingram**

**Motion passes unanimously**

**2:18:56** Policy 2011-06: Safety of Children in the Library

**Moved by D. Adams** "to approve Policy 2011-06 as amended to increase the minimum age for unaccompanied children from age 9 to age 11."

**Seconded by H. Roedel**

**Motion passes unanimously**

**2:21:35** Policy 2012: Face Coverings in the Library

**Moved by C. Cuthbertson** "to move the review of Policy 2012 to the August 2022 Trustee meeting to allow time to locate the reopening phase procedure document."

**Seconded by D. Adams**

**Motion passes unanimously**

**2:24:04** Policy 3001: Borrowing Privileges

**Moved by D. Adams** "to approve Policy 3001 with changes that state the minimum age for obtaining a library card without a parent or caregiver is 11 years of age."

**Seconded by H. Roedel**

**Motion Passes unanimously**

**2:35:24** Policy 3002: Circulation of Materials to Organizations

**Moved by D. Adams** "to reaffirm Policy 3002 as presented."

**Seconded by C. Cuthbertson**

**Motion passes unanimously**

**2:35:56** Policy 4003: Special Reference and Research Services

**Moved by D. Adams** "to reaffirm Policy 4003 as presented."

**Seconded by D. Ingram**

**Motion passes unanimously**

**2:36:15** Policy 4004: Meeting Room Use

**Moved by D. Adams** "to approve Policy 4004 as presented with changes."

**Seconded by H. Roedel**

**Motion passes unanimously**

**2:38:17** Policy 4004-04: Marion Branch Meeting Room Use

**Moved by D. Adams** "to reaffirm Policy 4004-04 as presented."

**Seconded by D. Ingram**

**Motion passes unanimously**



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**2:38:40** Policy 4005: Art Exhibit and Display Policy

**Moved by D. Adams** "to approve Policy 4005 as presented with formatting changes."

**Seconded by D. Ingram**

**Discussion**

The board would like to be notified of upcoming art exhibits and displays before final approval. This will be added to the policy as a friendly amendment.

**Motion passes unanimously**

**2:45:03** Policy 6004: Volunteers

**Moved by D. Adams** "to table this policy for review until the Volunteer Handbook has been located for review."

**Seconded by H. Roedel**

**Motion passes unanimously**

2. **2:47:06** Sultz Resignation

**Moved by C. Cuthbertson** "to accept the resignation of Marsha Sultz from the Library Board."

**Seconded by D. Ingram**

**Motion passes unanimously**

3. **2:48:50** Board Officers

**Moved by D.Ingram** "to nominate Doug Adams as Library Trustee Board Chair for FY23."

**Seconded by H. Roedel**

**Motion passes unanimously**

**Moved by D. Adams** "to nominate David Ingram as Library Trustee Board Vice-chair."

**Seconded by C. Cuthbertson**

**Motion passes unanimously**

4. **2:50:22** Committees

D. Adams suggested the following committee appointments to the board.

Finance/Budget Committee- **Adams and Ingram**

Personnel Committee-**Roedel and new trustee appointment**

Policies and Bylaws Committee-**Cuthbertson and Ingram**

Tamarack Representative-**Roedel**

Foundation Representative-**Adams**

Foundation Alternate Representative-**Ingram**

Facilities Committee-**Cuthbertson and new trustee appointment**



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5. **2:55:45** Board Retreat with State Library Consultant, Tracy Cook. Discussion to set date for Board retreat date with State Library Consultant Tracy Cook.

**Moved by C. Cuthbertson** "to request A. Cummins to schedule Fall retreat for the Library Board with Tracy Cook for the dates of September 23 or October 4<sup>th</sup>, 2022 with topics focusing on Strategic Planning and Foundation relationship building.

**Seconded by D. Adams**

**Motion passes unanimously**

**H. 3:06:00 Housekeeping**

**Recognition-** Achievement of Library Certification- Ben Mason and David Ingram.

**3:08:03 Comments from Trustees-**Opportunity for individual trustees to respond to public comments.  
Roedel, Adams.

**Next regular meeting,** August 25<sup>th</sup>, 2022, 9am, ImagineIF Kalispell.

**I. 3:10:14 Closed executive** – Move to enter into closed session to discuss a personnel matter.

**Moved by D. Adams** "to enter into executive session at 12:21pm."

**Seconded by D. Ingram**

**Motion passes unanimously**

**Moved by D. Adams** "to reopen the meeting to the public at 12:39pm."

**Seconded by D. Ingram**

**Motion passes unanimously**

**Moved by D. Adams** "to change the pay grade of Senior Librarian from the current grade to grade 31."

**Seconded by C. Cuthbertson**

**Motion passes unanimously**

**Moved by D. Adams** "to change the designation of Kat Wilson and Starr White from Professional Librarians to Senior Librarians."

**Seconded D. Ingram**

**Motion passes unanimously**

**J. 3:21:26 Adjourn Meeting adjourned at 12:49 pm.**