



LIBRARIES

**LIBRARY BOARD OF TRUSTEES POLICY COMMITTEE
TUESDAY, AUGUST 16, 2022
IMAGINEIF KALISPELL
MEETING MINUTES**

In attendance: David Ingram, Carmen Cuthbertson, Ashley Cummins, Sean Anderson, Teri Dugan.

Members of the Public in Attendance: Adam Tunnel (Library Foundation), Valeri McGarvey, Barbara Boorman, Margaret Davis.

A. Call to Order: D. Ingram called the meeting to order at 1:00pm.

B. Policy Discussion

1. **00:02** Policy 2009 Contracted Services

Discussion took place to reaffirm Contracted Services as presented.

2. **04:36** Trustee By laws

Discussion to change the following:

Article 4, Section 6: add "When only 3 members are present, the vote must be unanimous"

Article 4, Section 8: add "Written" to first sentence. Add "Meetings will be audio recorded."

Article 4, Section 10: remove last sentence. "Public comment shall be held to a maximum of three minutes per person unless more time is authorized by the Board Chair."

Article 5, Section 4: Add the word "non" and change the name to ImagineIF Library Foundation.

Article 6, Section 3: add to the last sentence; "of such Ad Hoc Committee." Remove "thereof".

Article 8, Update broken link to Montana local government records and retention schedule.

3. **15:17** Policy 6004 Volunteers

Discussion to change the following:

Simplify the first sentence to "ImagineIF Libraries welcomes volunteers who supplement and enhance services to the public through effective use of their talents and expertise."

Suggestion to remove reference to the Volunteer handbook was discussed and agreed upon.

A link to the Customer Conduct Policy should be included in the final paragraph.

4. **21:06** Policy 2012 Face Coverings

Discussion took place to eliminate the 2012 Face Covering policy after reviewing the reopening phase document.

5. **24:37** Policy 1004 Donations

Discussion to address designated and undesignated library gifts. Discussion to add the following:

the phrase ", if designated," shall be placed in Fund 7055 to be used for their intended purpose.

Followed by "All monetary gifts, grants, donations, and bequests without designated purpose, will be deposited in the library depreciation account Fund 4020 and be recognized as a contribution to the various projects the library undertakes involving this fund."

6. **38:58** Policy 5000 Collection (Discuss monetary and physical donations section)

Discussion took place to label sub-headings to distinguish between physical donations and monetary donations.

A link to Policy 1004 Donations will be included.

Paragraphs were reordered to provide clearer understanding to the reader.

C. Meeting adjourned at 1:55 pm. 53:30