



## LIBRARIES

**Library Board of Trustees Meeting  
Thursday, December 1<sup>st</sup>, 2022  
Bigfork Ark Building  
MEETING MINUTES**

**In attendance: Heidi Roedel, Doug Adams, David Ingram, Carmen Cuthbertson, Jane Wheeler (Board); Ashley Cummins, Teri Dugan, Tony Edmundson, Chris Cunningham (Staff); Adam Tunnel (Library Foundation).**

**Public Present: Margaret Davis, Gary Stevens, Sue Bodurtha, Laurie Halfast, Valeri McGarvey, Taalyr Claridge, Sara Busse, Tery Solomon,**

**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.**

Margaret Davis, Taalyr Claridge.

**C. Approval of Minutes (ACTION)**

**05:16** Regular Board Meeting, Thursday, October 27, 2022

**Moved by J. Wheeler** "to approve the minutes from the October 27th, regular board meeting."

**Seconded by D. Ingram**

**Motion passes unanimously**

Policy Committee Meeting October 25th, 2022

**Moved by C. Cuthbertson** "to approve the minutes from the October 25<sup>th</sup>, Policy Committee Meeting."

**Seconded by H. Roedel**

**Motion passes unanimously**

**D. Reports**

1. **06:05** October 2022 Financial Report

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

**Seconded by J. Wheeler**

**Motion passes unanimously**

2. **16:50** Director and Staff Reports- Cummings
  - Columbia Falls Library Association Update- Edmundson
  - Materials Handler Report- Cunningham
3. **01:13:20** Facilities Committee Updates- Cuthbertson, Wheeler
4. **01:16:40** Library Foundation Report- Tunnell
5. **01:24:40** Friends of the Library Report- none present

**E. Old Business-** none

**F. New Business**

1. **01:25:30** Discuss open hours for Saturday, December 24<sup>th</sup>, 2022.- Cummins  
**Moved by D. Ingram** "to approve closing the library on Saturday, December 24<sup>th</sup>."  
**Seconded by C. Cuthbertson**  
**Motion passes unanimously**
2. **01:30:25** Discuss fees for copies and prints, credit card convenience fees. Discuss if a fiscal policy is needed. -Cummins
  - The board policy committee will meet to formulate a fiscal policy. Date to be determined.
3. **01:38:20** Strategic Plan Updates- Cummins
  - Cummins gave updates to the progress of the Strategic Plan draft project she is currently working on.
4. **01:39:25** Discuss minimum age requirement for being in the library without a parent or guardian. Discuss minimum age requirement to obtain a library card without a parent/guardian present- Cummins

**G. Housekeeping**

**01:48:11 Comments from Trustees-** Opportunity for individual trustees to respond to public comments.

Carmen Cuthbertson, Heidi Roedel, Dave Ingram, Doug Adams

**H. 01:56:08 Closed Executive Session**

**Moved by C. Cuthbertson** "to close the meeting publicly at 10:55 am to discuss a personnel matter."

**Seconded by D. Ingram**  
**Motion passes unanimously**

**01:56:20 Open Meeting to Public**

**Moved by D. Ingram** "to reopen the meeting to the public at 11:50 am."

**Seconded by C. Cuthbertson**

**Motion passes unanimously**

**01:56:27 Moved by D. Ingram** "to approve the staff restructuring plan as presented by Ashley Cummins, Library Director."

**Seconded by H. Roedel**

**Motion passes unanimously**

- I. 01:29:42 Adjourn:** Board Chair D. Adams adjourned the meeting at 11:55 am.