



LIBRARIES

Library Board of Trustees Meeting Thursday, February 23, 2023 South Campus Conference Room MEETING MINUTES

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

Public Present: Micah Drew, Zee, Taylor Inman, Barbara Boorman

- A. **Call to Order:** Chair D. Adams 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.**
None
- C. **Approval of Minutes (ACTION)**

00:23 Regular Board Meeting, Thursday, January 26, 2023

Moved by J. Wheeler "to approve the minutes from the January 26th regular board meeting."

Seconded by D. Ingram

Motion passes unanimously

00:43 Special Board Meeting, Monday, January 30, 2023

Moved by H. Roedel "to approve the minutes from the Monday, January 30, meeting."

Seconded by J. Wheeler

Motion passes unanimously

01:00 Policy Committee Meeting, Thursday, February 2, 2023

Moved by D. Ingram "to approve the minutes from the February 2nd, Policy Committee meeting."

Seconded by J. Wheeler

Motion passes unanimously

01:20 Facilities Committee Meeting, Friday, February 3, 2023

Moved by J. Wheeler "to approve the minutes from the February 3rd Facilities Committee meeting."

Seconded by D. Ingram

Motion passes unanimously

00:45 Finance Committee Meeting, Monday, February 6, 2023

Moved by D. Ingram "to approve the minutes from the February 6th Finance Committee meeting."

Seconded by D. Adams

Motion passes unanimously

01:59 Finance Committee Meeting, Friday, February 10, 2023

Moved by D. Ingram "to approve the minutes from the February 10th Finance Committee meeting."

Motion passes unanimously

D. Reports

1. **03:34** January 2023 Financial Report

Moved by D. Ingram "to accept the January Financial Reports as presented."

Seconded by C. Cuthbertson

Motion passes unanimously

2. **14:38** Director and Staff Reports- Cummings
3. **34:12** Finance Committee Report- Adams, Ingram
4. **37:02** Policy Committee Report- Ingram, Cuthbertson
5. **38:07** Facilities Committee Report-Cuthbertson, Wheeler
6. **53:51** Foundation Report-Tunnel
7. **1:01:40** Friends of the Library Report- none

E. New Business

1. **1:03:50** Marion Library Draft Contract Discussion- Cummins

Moved by H. Roedel "to approve the Agreement for Extension Service to the Marion School Library as presented."

Seconded by D.Ingram

Motion passes unanimously

2. **01:16:40** Donation to Bigfork Project-Adams

Moved by D. Adams "to designate adequate money out of the depreciation fund to contribute the value of 70K library materials to the Bigfork project, contingent upon the legal ability to do so."

Seconded by H. Roedel

Amended by D. Adams "to designate a one time increase of 70K value of library Materials to be purchased and contributed towards the Bigfork Library's opening day collection, contingent upon the legal ability to do so."

Seconded by D. Ingram

Motion passes 3-2, Adams, Ingram, Roedel-Yes, Cuthbertson, Wheeler-No

3. **02:21:34** Hiring a Corporate Realtor-Wheeler

Moved by J. Wheeler "to hire David Girardot, commercial realtor, to represent us and contact the Herberger's owners to negotiate selling cost and to inquire about whether they would donate their commission portion."

Motion Dies for lack of a second.

4. **02:21:34** CIP Projects-Adams
Moved by C. Cuthbertson "to add a CIP project request for a future Kalispell Facilities in the amount of either \$450,000 for 5 years or \$175,000 for 15 years."
Seconded by D. Ingram
Motion passes unanimously

5. **02:51:17** Staff Restructuring- Cummins
Moved by H. Roedel "to approve the staff restructure plan presented by Library Director, A. Cummins."
Seconded by C. Cuthbertson
Motion passes unanimously

Moved by D. Adams "to approve the hiring of a Library Advisor at .50 FTE according to the staff restructure plan presented by Library Director, A. Cummins."

Seconded by D. Ingram
Motion passes unanimously

F. Old Business

1. **02:49:52** Strategic Plan Draft-Cummins
Moved by J. Wheeler "to postpone the review of the strategic plan until the March meeting."
Seconded by D. Ingram
Motion passes unanimously

2. Policy Draft Reviews

03:02:22 Library Fees and Purchases Policy

Moved by C. Cuthbertson "to refer the policy back to Library Director, A. Cummins to research and get answers about the policy."

Seconded by D. Ingram
Motion passes unanimously

03:53:00 Service Animal Policy

Moved by H. Roedel "to approve the draft policy for Animal Service with a correction to #8 contingent upon approval of county attorney."

Seconded by D. Ingram
Motion passes unanimously

03:57:45 Meeting Room Policy 4004

Moved by H. Roedel "to approve the draft Meeting Room Policy 4004 as presented."

Seconded by D. Ingram
Motion passes unanimously

G. Housekeeping

Next regular meeting, March 23, 2023 at 9am. South Campus Conference Room.

- H. Adjourn:** Board Chair D. Adams adjourned the meeting at 1:02 pm.