



## LIBRARIES

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

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

**Public Present:** Gary Stevens, Susan Bodurtha, Margaret Davis, Barbara Boorman, Char Hazlet, Donna Smith, Taylor Inman, Diane Taylor-Mahnke, Lily Kirsanow, Linda Westman, Marylane Pannell,

- A. Call to Order:** Chair D. Adams called the meeting to order at 9:02 am.
- B. Open time for persons to address the Board on matters within the Board's jurisdiction.**  
Margaret Davis, Diane Taylor-Mahnke
- C. 05:30 Approval of Minutes (ACTION)**

Regular Board Meeting, Thursday, February 23, 2023

**Moved by C. Cuthbertson** "to approve the minutes from the February 23rd, regular board meeting with spelling corrections."

**Seconded by H. Roedel**

**Motion passes unanimously**

**06:20** Special Board Meeting, Wednesday, March 8, 2023

**Moved by D. Ingram** "to approve the minutes from the Wednesday, March 8, 2023 Special Board Meeting as corrected."

**Seconded by J. Wheeler**

**Motion passes unanimously**

**07:49** Facilities Committee Meeting, Thursday, March 16, 2023

**Moved by J. Wheeler** "to approve the minutes from the March 16th Facilities Committee Meeting as presented."

**Seconded by C. Cuthbertson**

**Motion passes unanimously**

## **D. Reports**

1. **08:08** February 2023 Financial Report

**Moved by J. Wheeler** "to accept the February Finance Report as presented."

**Seconded by D. Ingram**

**Motion passes unanimously**

2. **13:70** Director and Staff Reports- Cummings
3. **21:37** Library Foundation Update- Tunnel
4. **29:17** Friends of the Library Update- Ken Fielder

## **E. Old Business**

1. **31:31** Policy Committee Report- Ingram, Cuthbertson  
Library Fees and Payments Policy

**Moved by H. Roedel** "to approve the new Library Fees and Payments Policy as presented."

**Seconded by J. Wheeler**

**Discussion**

**37:00 Moved by D. Adams** "to amend the motion to strike the last paragraph on page one on the policy draft regarding patron purchasing replacement materials."

**Seconded by C. Cuthbertson**

**Discussion**

**Vote:**

**Yes- Adams, Roedel**

**No- Ingram, Cuthbertson, Wheeler**

**Motion Fails 3-2**

**Moved by D. Adams** "to amend the current grace period for materials of 21 days to 7 days and implement a 50 cents per day late charge for all traditional materials."

**Motion fails for lack of a second**

**46:03 Vote on Original Motion**

**Vote:**

**Yes- Ingram, Roedel, Cuthbertson, Wheeler**

**No- Adams**

**Motion passes 4-1**

2. **46:35** Marion Library Draft Contract

**Moved by D. Adams** "to surplus 4095 children's books and 8 children's DVD's from the library collection in Marion."

**Seconded by J. Wheeler**

**Motion passes unanimously**

**F. New Business**

1. **48:41** Trustee Board Vacancy- Discuss upcoming June 30<sup>th</sup> expiration of Trustee Wheeler's position
2. **50:37** Budget Committee Report- Adams, Ingram  
Fy24 Budget Draft
3. **01:07:59** Facilities Committee Report-Cuthbertson, Wheeler

**Moved by J. Wheeler** "to authorize the facilities committee to draft a letter to the County Commissioners requesting their support for a CDBG planning grant to be signed for the Library Trustees by Board Chair Doug Adams."

**Seconded by C. Cuthbertson**  
**Motion passes unanimously**

4. **01:20:26** Discussion to hire an architect for the Gateway West mall and where the funding will come from to pay for the service- Adams

**02:22:50 Moved by C. Cuthbertson** "to stay in the current library building as long as we need in order to explore all possibilities for a future library location."

**Seconded by J. Wheeler**

**Discussion**

**Vote:**

**Yes- Cuthbertson, Wheeler, Ingram**

**No- Adams, Roedel**

**Motion passes 3-2**

**02:51:00 Moved by C. Cuthbertson** "to put together a list of stipulations for the acceptance of the Gateway West Mall to the Commissioners with the option to decline."

**Seconded by D. Ingram**

**Discussion**

**Motion passes unanimously**

**BREAK: 11:56AM**

**RESUME: 12:05 PM**

5. **02:55:20** Realtor Candidate Consideration-Wheeler, Cuthbertson

**Moved by C. Cuthbertson** "that the Library engage Wendy Brown as our realtor."

**Seconded by J. Wheeler**

**Moved by D. Adams** "to amend the motion to include no commission associated with the Gateway sale to Wendy Brown."

**Motion passes unanimously**

6. **03:08:58** Discussion to consider adding a CIP project for building library facilities- Wheeler

**G. Moved by J. Wheeler** "to submit a CIP request of \$500,000 a year for 10 years for procuring, renovating and/or building a new library facility."

**Seconded by C. Cuthbertson**

**Motion passes unanimously**

**Moved by J. Wheeler** "to negate the previous vote and move to submit a CIP request of \$500,000 a year for 10 years for the procurement of land and/or library facilities and associated construction costs."

**Seconded by D. Ingram**

**Motion passes unanimously**

**H. 03:33:00 Closed Executive Session**

**Moved by D. Ingram** "to enter into closed executive session at 12:44pm."

**Seconded by C. Cuthbertson**

**Motion passes unanimously**

**Moved by J. Wheeler** "to re-open the meeting to the public at 2:43pm"

**Seconded by D. Adams**

**Motion passes unanimously**

**Moved by C. Cuthbertson** "to accept the changes for Columbia Falls Staff as presented by Library Director Cummins."

**Seconded by H. Roedel**

**Motion passes unanimously**

**Moved by D. Adams** "to amend the following FY24 proposed budget lines as follows:"

Line 55- Employee Training Registration line- \$12,500

Line 65- Travel Non-Employee line- 0

Line 66- Travel Employee line- \$2,000

Request additional Revenue of \$42,700.

**Seconded by H. Roedel**

**Motion passes unanimously**

**I. Adjourn** Board Chair D. Adams adjourned the meeting at 2:51PM