



LIBRARIES

**Library Board of Trustees Meeting
Thursday, October 26, 2023
Columbia Falls City Council Chambers
MEETING MINUTES LOG**

In attendance: David Ingram, Carmen Cuthbertson, Jane Wheeler, Heidi Roedel, Doug Adams (Board); Ashley Cummins, Teri Dugan, (Staff)

Public Present: Diane Taylor-Mahnke, Margaret Davis, Kathy Folden

A. Call to Order: Board Chair D. Ingram called the meeting to order at 9:10 am.

B. Open time for persons to address the Board on matters within the Board's jurisdiction.

Diane Taylor Mahnke, Margaret Davis, Kathy Folden.

C. Reports

- 00:13:19** Library Foundation Report- Ashley Cummins gave the update in Sara Busse's absence.
- 00:15:22** Friends of the Library Report- Dave Ingram gave the update in absence of a Friends representative.
- 00:16:52** September Financial Report

Moved by D. Adams "to accept the September Financial Report as presented."
J. Wheeler seconded
Motion passes unanimously

- 00:27:00** Director's Report- Ashley Cummins reported.

D. Approval of Minutes

- 00:34:32** Facilities Committee Work Session, September 26, 2023.

Moved by J. Wheeler "to approve the minutes from the September 26, Facilities Committee Work Session."
Seconded by C. Cuthbertson
Motion passes unanimously

2. **00:35:02** Regular Board Meeting, September 28th, 2023.

Moved by D. Adams "to approve the minutes from the regular board meeting of September 28, 2023."

Seconded by C. Cuthbertson
Motion passes unanimously

3. **00:35:34** Policy Committee Work Session, October 05, 2023
Moved by J. Wheeler "to approve the minutes from the October 05, Policy Committee work session."
Seconded by H. Roedel
Motion passes unanimously

E. Old Business

1. **00:36:06** Facilities Committee Report Update-Cuthbertson, Wheeler
2. **01:00:21** Public Relations Committee Report- Roedel, Cuthbertson
3. **01:01:08** West Shore Community Library Holds Agreement Update-Cummins

Moved by J. Wheeler "to approve the West Shore Community Library Holds Agreement as presented with changes to the last paragraph as discussed."

Seconded by H. Roedel
Motion passes unanimously

F. New Business

1. **01:06:25** Customer Conduct Policy Suggested Updates- Ingram, Wheeler

Moved by J. Wheeler "to approve the suggested draft of the Customer Conduct Policy with updates as discussed."

Seconded by D. Adams
Motion passes unanimously

2. **01:09:36** Computer Use Policy Suggested Updates- Ingram, Wheeler

Moved by D. Adams "to approve the suggested draft of the Computer Use Policy with updates as discussed."

Seconded by C. Cuthbertson
Motion passes unanimously

3. **01:11:34** Board By-laws Discussion- Ingram, Wheeler
4. **01:24:26** Potential Outreach/Offsite Policy- Ingram, Wheeler

BREAK 10:44am-10:48am

5. **01:33:45** Board Resolution Statement Regarding ALA and Retrieval Mechanism-Adams

Moved by D. Adams "to adopt a system of using resolutions as a way to accurately retrieve board decisions."

Seconded by H. Roedel

Discussion

Motion fails unanimously

Moved by C. Cuthbertson "that the library is and remains a non-member of the ALA."

Seconded by D. Adams

Discussion

Amended by C. Cuthbertson "that organizationally, the library is and remains a non-member of the ALA."

Seconded by D. Adams

VOTE YES- Ingram, Adams, Roedel, Cuthbertson

VOTE NO- Wheeler

Motion passes 4-1

Moved by C. Cuthbertson "that the library's activities and communications (including but not limited to policies, displays, announcements, print and online marketing, employee training, inhouse programming and off-site events, including those organized by third parties) be without any reference to the ALA, its partners, subsidiaries, associates and subchapters."

Seconded by D. Ingram

Discussion

Motion withdrawn by C. Cuthbertson

Agreed by D. Ingram

Moved by D. Adams "to adopt the declaration as presented to provide clarity to employees and patrons with regard to ALA."

Seconded by D. Ingram

Discussion

Amended by C. Cuthbertson "to adopt the following declaration:

HEREAS, the Board of Trustees of the Flathead County Library System, doing business as ImagineIF Libraries, Flathead County, Montana has the authority, pursuant to section 22-1-309, M.C.A, and exclusive control of the operation and care of the library.

WHEREAS, ImagineIF Libraries participates in ALA sponsored celebration weeks and promotional events as an independent entity, at the sole discretion of the Library Director, and under the firm guidance of the Library Board of Trustees and

WHEREAS, the Board of Trustees desires to provide clarity to ImagineIF Library employees and patrons

NOW, THEREFORE, BE IT RESOLVED, that the board of trustees hereby affirms that ImagineIF Libraries of Flathead County's policies, print and online marketing, inhouse programming, and outreach events do not include any mention or link to any reference of the American Library Association (ALA), their policies, or their organizational messaging."

Seconded by D. Adams
VOTE YES- Ingram, Adams, Roedel, Cuthbertson
VOTE No- Wheeler
Motion passes 4-1

6. **02:35:00** Director Position Update

7. **02:37:58** Job Description Updates

Outreach Librarian

Moved by D. Adams "to enter approve the Outreach Librarian Job Description as presented."

Seconded by H. Roedel
Motion passes unanimously

Public Services Librarian

Moved by C. Cuthbertson "to approve the Public Services Librarian Job Description as presented."

Seconded by D. Adams
Motion passes unanimously

Teen Services Librarian

Moved by H. Roedel "to approve the Teen Services Librarian Job Description as presented."

Seconded by D. Adams
Motion passes unanimously

Children's Services Librarian

Moved by C. Cuthbertson "to approve the Children's Services Librarian Job Description as presented with amendments."

Moved by J. Wheeler
Motion passes unanimously

Adult Services Librarian

Moved by H. Roedel "to approve the Adult Services Librarian Job Description as presented."

Seconded by D. Adams
Motion passes unanimously

Collection Services Librarian

Moved by C. Cuthbertson "to approve the Collection Services Librarian Job Description updates as presented."

Seconded by D. Adams
Motion passes unanimously

Library Branch Manager

Moved by D. Adams "to approve the Library Branch Manager Job Description as presented."

Seconded by C. Cuthbertson

Motion passes unanimously

Library Technology Coordinator Job Description

Moved by J. Wheeler "to approve the Library Technology Coordinator Job Description Update as presented."

Seconded by D. Adams

Motion passes unanimously

G. Housekeeping

02:50:57 Comments from Trustees- Opportunity for individual trustees to respond to public comments.

Carmen Cuthbertson

H. Adjourn: Chair, D. Ingram adjourned the meeting at 12:20pm.