

Flathead County Library Board of Trustees Meeting
Thursday, May 23rd, 9am
South Campus Conference Room
MEETING MINUTES TIME LOG

In attendance: David Ingram, Doug Adams, Jane Wheeler, Heidi Roedel, Carmen Cuthbertson via remote attendance (Board); Teri Dugan, Sam Crompton (Staff); Sara Busse (Library Foundation).

Public Present: Margaret Davis, Laura Hill, Gary Stevens, Barbara Boorman, Mellissa Wood, Lily Kirsanow, Ron Gerson, Shawn Osborne, Amanda Guy, Alyssa Koenen, Elma Giavasis, Diane Talor-Mahnke,

A. Call to Order: Board Chair D. Ingram called the meeting to order at 9:03 am.

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

Margaret Davis

C. Reports

1. **00:01:42** Library Foundation Report- Sara Busse.
 - Bigfork fundraising has gone well. Approximately \$300,000 left to raise.
 - Bigfork construction is on schedule.
 - The Foundation is busy giving tours of the property.
 - The Foundation has contributed \$34,750 to library services and programs in FY24 so far, with the final payment to be paid on June 1st for a total of \$43,000 grant.
 - The FY25 grant request had been received from the library staff and the foundation will decide as to what they can fund for that at their June meeting.

2. **00:04:36** Friends of the Library Report- Laura Hill.
 - The Spring Library Festival was a success despite the weather.
 - The Friends are gearing up for the annual book sale which is scheduled for September 20-22, 2024.
 - The library book sale shelf is steadily getting business.

3. **00:07:11** April Financial Report presented by Dugan.

Moved by D. Adams "to accept the April Financial Report as presented."

Seconded by H. Roedel

Motion passes unanimously

4. **00:22:00** Director's Report- Dugan
 - Summer Reading Program planning is in full swing.
 - Name change processes continue to be worked on each week.
 - Putting together a team to review our website loading speed and ways to correct that.

D. Approval of Minutes

1. **00:29:29** Regular Board Meeting, April 25th, 2024.

Moved by D. Adams "to approve the minutes from the April 25th, regular board meeting."

Seconded by J. Wheeler

Corrections were discussed.

Moved by H. Roedel "to approve the minutes from the April 25th, regular board meeting as amended."

Seconded by D. Ingram

Motion passes unanimously

2. **00:30:58** Facilities Committee Work Session, May 9th, 2024.

Moved by J. Wheeler "to approve the minutes from the May 9th, Facilities Committee work session as corrected."

Seconded by D. Adams

Motion passes unanimously

3. **00:32:17** Policy Committee Session, May 9th, 2024

Moved by D. Adams "to approve the minutes from the Policy Committee work session on May 9, 2024."

Seconded by J. Wheeler

Motion passes unanimously

E. Old Business

1. **00:33:07** Facilities Committee Report- Cuthbertson, Wheeler

- Owner of the property located at 800 W. Idaho has rescinded the offer to sell to the library.
- The committee continues the search. The committee has researched 30 properties and toured 10 properties this year.

2. **00:34:36** Budget Committee Report- Adams, Ingram

- The FY25 budget has been presented to the county commissioners.

3. **00:35:47** Personnel Committee Report

- Nothing to report from the Personnel committee.

4. **00:35:57** Policy Committee Report

- Naming Rights Policy Draft Review was reviewed.
- Typo corrections were discussed.

Moved by H. Roedel “to approve the Naming Rights and Donor Recognition policy with discussed corrections.”

Seconded by D. Adams

Motion passes unanimously

5. **00:47:06** Public Relations Committee Report

- The suggested logos will be put up on the website for polling.
- After the polling, the board will make the final decision.
- Various color variants to put forth were discussed.
- Online and in-person polling will take place.

Moved by C. Cuthbertson “to put forward the 5 choices for a poll to the public.”

Seconded by D. Adams

Motion passes 4-1, with J. Wheeler dissenting.

F. New Business

1. **01:15:02** FY24 Staff In-Service Days-Dugan

Moved by J. Wheeler “to approve closing the library for the dates of December 2, 2024 and June 2, 2025 for staff in-service training.”

Seconded by H. Roedel

Motion passes unanimously

2. **01:17:53** Materials Handler position hours reallocation- Dugan

- Current Materials Handler position would like to reduce their hours from 32 to 20 hours per week.
- Dugan would like to create a new 12 hours per week Materials Handler position with the hours and post that position July 1st.
- In the meantime, those extra hours will be given on a temporary basis to current materials handlers.

Moved by J. Wheeler “to approve the presented Materials Handler hours reallocations.”

Seconded by D. Adams

Motion passes unanimously

3. **01:20:35** Leave Without Pay Consideration-Dugan

- Seeking approval for Leave Without Pay for a library advisor position consisting of 23 hours.

Moved by D. Adams "to approve the leave without pay."

Seconded by J. Wheeler

Motion passes unanimously

4. **01:22:47** Library Advisor hours reallocation- Dugan

- Current Library Advisor position would like to reduce their hours from 35 to 30 hours per week.
- Dugan would like to reduce the hours and reallocate the 5 hours where needed.

Moved by D. Adams "to approve the library advisor position reduction of hours by 5 hours and give Teri permission to reallocate the 5 hours where she sees fit."

Seconded by H. Roedel

Motion passes unanimously

5. **01:24:20** Bigfork Relocation Transition Plan-Dugan

- Steps were reviewed to prepare for move to the new Bigfork location.
- Potential ownership date is July 15th.
- Grand Opening date is tentatively set for August 6th.
- A MOU with Bethany Lutheran Church will be drawn up for our shared parking area.
- Currently the library Foundation and church have a shared parking lot agreement.
- Pastor Osborne shared comments regarding security issues in the parking lot that he has encountered in the past 4 years.
- Security measures will need to be considered for the property.

6. **01:48:00** Tamarack Federation Spring Meeting Report-Trustees

- Trustees shared highlights from the Spring Federation meeting that was held in Polson in April.
- Discussion took place regarding a board spokesperson for the press.
- Discussion centered around seating community citizens on some board committees. The board will explore the possibility.

7. **02:00:54** Strategic Redundancy Plan- Ingram, Dugan

- Dugan reviewed procedures that have been in place to ensure continuity of service in the event of an unplanned absence of an employee.
- The plans are up for review and revision as a result of staff turnover in the past 5 years.
- Crompton shared the procedures he has in place that ensure the continuation of services in regard to the Network at the library.

8. **02:07:41** Trustee Applicants Interviews- Trustees

- The Library Trustees interviewed Trustee candidate Mellissa Wood.

9. **02:20:23** Trustee Applicant Recommendation to the County Commission- Trustees

Moved by H. Roedel "to recommend Doug Adams to the County Commissioners because it is a lot to learn and he had done 5 years, so his second term seems plausible."

Seconded by C. Cuthbertson

Motion passes 4-0, with Adams abstaining.

G. 02:22:50 Housekeeping

Trustee Comments- Cuthbertson, Adams.

02:27:14 Al Logan- Co-Chair of the Foundation Capital Campaign committee, brought the possibility of a triple net lease being used by the Library Foundation and Library for the Bigfork property transfer. Logan urged trust between the entities as they move forward towards the property transfer.

H. Adjourn: Meeting adjourned at 11:43am.