

Flathead County Library Board of Trustees Meeting
Thursday, April 25, 2024, 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 (Staff); Sara Busse (Library Foundation).

Public Present: Pam Haglund, Gary Stevens, Lily Kirsanow, Margaret Davis, Valeri McGarvey, Mellissa Wood.

A. Call to Order: Board Chair D. Ingram 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.

Mellissa Wood

C. Reports

1. **00:02:00** Library Foundation Report- Sara Busse.
 - The capital campaign is ahead of schedule.
 - July 10th is slated for a final fundraising event.
 - The foundation will review the FY25 library funding request in June.

2. **00:07:01** Friends of the Library Report- Pam Haglund.
 - Book sorting is well underway. Lots of book donations are coming in.
 - The friends are busy planning the library spring festival event. This year will introduce a new literature fest and music to be included.
 - The event is Sunday, May 19th.

3. **00:08:39** March Financial Report presented by Dugan.

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

Seconded by H. Roedel

Motion passes unanimously

4. **00:18:00** Director's Report- Dugan
 - Questions were taken from the written report
 - Busy time at the library with planning for summer programs for all ages.
 - Budget planning for FY25 is at the midway point.
 - Applications for the Office Coordinator position is currently being reviewed. Dugan hopes to hire for the position in May.

D. Approval of Minutes

1. **00:20:11** Budget Committee Work Session, March 19, 2024.

Moved by D. Ingram "to approve the minutes from the March 19, budget committee work session."

Seconded by D. Adams

Motion passes unanimously

2. **00:20:41** Regular Board Meeting, March 28, 2024.

Moved by J. Wheeler "to approve the minutes from the March 28, regular board meeting as amended."

Seconded by D. Ingram

Motion passes unanimously

3. **00:23:00** Facilities Committee Session, April 10, 2024

Moved by J. Wheeler "to approve the minutes from the facilities committee work session on April 10, 2024."

Seconded by D. Adams

Motion passes unanimously

4. **00:24:27** Policy Committee Work Session, April 15, 2024

Moved by J. Wheeler "to approve the minutes from the policy committee work session from April 15, 2024."

Seconded by D. Ingram

Motion passes unanimously

E. Board Committee Updates

1. **00:25:00** Facilities Committee- Cuthbertson, Wheeler

- Trustee Wheeler summarized the actions of the facilities committee over the last year and a half.
- 30 properties have been investigated and toured 9 of the perspective properties.
- The committee would like to further explore the property located at 800 W. Idaho in Kalispell, the former location of Kalispell Lumber as a potential future library site.

Moved by C. Cuthbertson "to authorize Realtor, Wendy Brown, to enter into negotiations on our behalf, the purchase of the property located at 800 W. Idaho in Kalispell, the former location of Kalispell lumber.

Seconded by J. Wheeler

Discussion

Amended by D. Ingram "to include the words 'non-binding negotiations' in the motion."

Public comment received

Motion passes unanimously

2. **00:44:02** Budget Committee-Ingram, Adams
- Trustee Ingram reviewed the increases in the FY25 budget proposal.
 - Our increased budget is increased by \$155,000 over last year, mainly due to cost of living raises and increased security needs and additional operational costs for a new Bigfork library.
 - County Administrative Review meeting updates were shared by Ingram.
 - Ingram suggested trimming the security budget by 20K to help keep the library from dipping into a negative balance between property tax revenues in FY25.
 - Ingram recommends we review the end of the year savings in FY24 and re-evaluate as to whether to transfer the balance to the library reserve account or leave it in the operational fund.

Moved by D. Ingram "to reduce the security professional services line from 91K to 71K."

Seconded by D. Adams

Discussion

Public comment

Motion passes unanimously

3. **01:10:51** Public Relations Committee-Roedel, Cuthbertson
Logo Consideration

- Cuthbertson reported the progress the committee has made on a logo search.
- Three suggestions were narrowed down by the PR committee and presented to the library board at the meeting.
- The PR committee recommends the color scheme of the branding for the library remain the same. This continuity will help with recognizability of the library.
- Wheeler pointed out that many formats of the name will be needed by the library.
- Costs regarding the creation of the logo was discussed.

Public Comment

Moved by D. Adams "to work through the top three recommendations of the board and place those on the website for the public to vote."

Seconded by J. Wheeler

Amended by J. Wheeler "to suggest the selection be 5 options rather than 3."

Amendment accepted by D. Adams

1. Round logo with book and river
2. Square logo with book and river
3. Option B with font from C with the "book" on the I
4. Option A
5. Combination of 1 and 4- removal of lettering in circle and making the dot on the I round.

Public Comment

Motion passes unanimously

Moved by D. Ingram "that we provide the opportunity for the public to engage in the selection of a new logo through a poll that will be provided and to bring the results to the June meeting as input to our final determination."
Seconded by D. Adams

Public Comment

Motion passes unanimously

4. **02:06:54** Personnel Committee -Roedel, Adams

5. **02:06:54** Policy Committee- Ingram, Wheeler

a. Board Bylaws

Discussion took place regarding the proposed language change in the library board bylaws.

Moved by C. Cuthbertson "to change the proposed language in our board bylaws to read "otherwise" rather than "more time is."
Seconded by D. Adams
Motion passes unanimously

Moved by J. Wheeler "to accept the proposed bylaws change as amended."
Seconded by D. Ingram
Motion passes unanimously

b. **02:13:38** Naming Rights

- After a lengthy review and discussion, it was suggested by Cuthbertson to return the draft policy back to committee for further review and suggestions.

Moved by J. Wheeler "to table the Naming Rights Policy draft and send the policy back to committee for further review."
Seconded by D. Ingram
Motion passes unanimously

F. Unfinished Business

1. **02:38:38** Name Change Progress Updates- Dugan

- Dugan reported progress taken place regarding implementing the name change for the library.

02:39:30 Website Updates Proposal- Dugan

- Dugan requested permission to make website updates and changes as presented by staff at the March meeting.
- The estimated cost of the changes would be \$1200 to \$1800 at this time.

Moved by D. Ingram "to table the discussion of website updates pending discussion regarding redundancy with the county and Information Technology and others for more information."

Seconded by D. Adams

Public Comment

Motion passes 4 to 0

Ingram, Adams, Wheeler, Roedel- Yes

Cuthbertson- Absent

G. New Business

1. **02:48::21** Columbia Falls Reconfiguration Project- Dugan

- Dugan reported a donation received by the Library Foundation from the United Church Women's group in Columbia Falls that will be designated to be used specifically in the Columbia Falls Library.
- A computer reconfiguration project was proposed to the board by Dugan.

Moved by D. Ingram "to approve the intended Columbia Falls computer remodel project as presented spending up to the \$25,000 Library Foundation gift."

Seconded by J. Wheeler

Motion passes unanimously

H. 03:00:08 Housekeeping

Trustee Comments- Ingram, Wheeler

I. Adjourn: Meeting adjourned at 12:03pm