



## LIBRARIES

LIBRARY TRUSTEE PUBLIC RELATIONS COMMITTEE  
WORK SESSION  
WEDNESDAY, MARCH 13, 2024 2:00 PM  
KALISPELL LIBRARY MEETING ROOM  
247 1<sup>ST</sup> AVE EAST KALISPELL  
MEETING MINUTES

In Attendance: Heidi Roedel, Carmen Cuthbertson, Teri Dugan

**A. Call to Order**

- Trustee Cuthbertson called the meeting to order at 2:04 pm.

**B. Discuss Graphics for Library Tour Hand Out**

- The committee discussed the sample flyer created by Dugan. Adjustments were made. Dugan will recreate and make the changes.
- Cuthbertson volunteered to purchase the paper for printing.
- Cuthbertson will send list of library services to include on the back of the flyer. Dugan will make the changes.

**C. Discuss Creating a Public Relations Policy- Brainstorm Ideas**

- Discussion took place regarding the possible need of a PR policy.
- Dugan shared the current Communications policy being used by the library.
- The committee will review the current policy for any needed updates and recommend those to the policy committee.

**D. Adjourn**

- **Meeting adjourned at 2:59pm.**