

**Flathead County Library Board of Trustees Meeting**  
**Thursday, June 27th, 2024, 6:30 pm**  
**South Campus Conference Room**  
**MEETING MINUTES TIME LOG**

**IN ATTENDANCE:** Carmen Cuthbertson, Doug Adams, Jane Wheeler, Heidi Roedel, David Ingram via telephonically (Board); Teri Dugan, Rhonda Hawkins (Staff); Sara Busse (Library Foundation).

**PUBLIC PRESENT:** Margaret Davis, Taylor Inman, Mellissa Wood, Tyly Berry, Sharon Furlong, Alyssa Koenen, Erica King, Stefan Berry, Amelia Nelson, Ian Nelson, Wendy Brown

**A. CALL TO ORDER:** C.Cuthbertson filling in for D.Ingram as Board Chair called the meeting to order at 6:31 pm.

**B. PLEDGE OF ALLEGIANCE**

**C. OPEN TIME FOR PERSONS TO ADDRESS THE BOARD ON MATTERS WITHIN THE BOARD'S JURISDICTION.**

Mellissa Wood

**D. REPORTS:**

1. **00:03:53** Library Foundation Report- Sara Busse
  - July 1<sup>st</sup> the title for the BF library will be transferred to Flathead County.
  - Requested help for approximately \$6,200 in Title Insurance and Fees for the BF library.
  - The \$52,000 grant request for the FY25 library funding request is anticipated to be approved in July.
  - August 8<sup>th</sup>- September 13<sup>th</sup> the Foundation will be listed for donations in the Great Fish Community Challenge.
2. **00:08:37** Friends of the Library Report- Sharon Furlong
  - They are looking at changing the name to *Friends of the Flathead County Library* to align with the new county library name.
  - Fall book sale event is scheduled for Friday and Saturday, September 20<sup>th</sup> & 21<sup>st</sup>.
3. **00:10:35** May Financial Report- Dugan
  - Questions were taken from the written report.

**Moved by H. Roedel** "to accept the May financial report as presented."

**Seconded by D. Ingram**

**Motion passed unanimously**

4. **00:21:49** Director's Report- Dugan
  - Questions were taken from the written report.

- Summer activities and tours of the library kept the library busy.
- Patrons utilize the business center in CF for their printing needs.
- Bigfork is a state-of-the-art facility bringing lots of excitement and anticipation to the community.

**E. APPROVAL OF MINUTES:**

1. **00:28:30** Regular Board Meeting, May 23<sup>rd</sup>, 2024

**Moved by D. Adams** "to approve the May 23<sup>rd</sup> board meeting minutes."  
**Seconded by H. Roedel**  
**Motion passed unanimously**

2. **00:29:01** Policy Committee Work Session, June 5<sup>th</sup>, 2024

**Moved by J. Wheeler** "to approve the policy committee work session minutes from June 5<sup>th</sup>."  
**Seconded by D. Adams**  
**Motion passed unanimously**

3. **00:31:15** Facilities Committee Work Session, June 11<sup>th</sup>, 2024

**Moved by D. Adams** "to approve the minutes from the facility committee work session on June 11<sup>th</sup>."  
**Seconded by D. Ingram**  
 Corrections were discussed

**Moved by J. Wheeler** "to correct the minutes."  
**Seconded by H. Roedel**  
**Motion passed unanimously**

**Moved by C. Cuthbertson** "to approve the corrected minutes."  
**Motion passed unanimously**

**F. OLD BUSINESS:**

1. **00:35:38** Facilities Committee Report- Cuthbertson, Wheeler

- Still plugging along looking at options.
- The lease for the Kalispell library expires in 2033.
- Facilities Committee meeting scheduled for July 16<sup>th</sup>, 2024 at 11am.

2. **00:37:55** Budget Committee Report- Adams

- Increase for Custodial hours to coordinate with the opening of the Bigfork library.

3. **00:39:07** Personnel Committee Report- Roedel, Adams

- Nothing to report from the Personnel Committee

4. **00:39:25** Policy Committee Report- Wheeler, Ingram

- Meeting Room use policy was reviewed.
- Discussion took place regarding some of the wording in the Meeting Room Policy.

**Moved by J. Wheeler** “to approve the Meeting Room Use Policy as corrected.”

**Seconded by D. Adams**

**Motion passed unanimously**

5. **00:45:55** Public Relations Committee Report- Cuthbertson, Roedel

- Dugan reported the logo’s winning vote made by the public.
- Discussion regarding any needed copyright of the logo.
- Discussion regarding the cost of using a professional service to produce a logo.
- Discussion regarding the graphics of the logo.

**Moved by C. Cuthbertson** “I move that we adopt logo number two with the caveat that the designers involved will agree to give us the copyright.”

**Seconded by D. Ingram**

**Motion does not pass with J.Wheeler, H. Roedel, D. Adams dissenting.**

**Moved by D. Adams** “I move that the issue of picking a logo design goes back to the public relations committee, which will talk with different design firms and come up with a timeline and a cost to be brought back to the board, as soon as possible for consideration.”

**Seconded by J. Wheeler**

**Motion passed unanimously**

**G. NEW BUSINESS:**

1. **01:29:00** Property Transfer Agreement with Library Foundation- Cuthbertson, Wheeler

- Wendy Brown, realtor, talked about the transferring of the Deed being part of the process and being in order.
- Discussion over D. Ingram as the signee signing electronically.
- Discussion regarding the signing of the title transfer of the Bigfork property and the property easement.
- Discussion regarding the title insurance costs and closing fees.

**Moved by J. Wheeler** “The Board of Trustees of the Flathead County Library authorize the Board Chair or his representative to sign the completed title documents transferring the property situated in Bigfork currently owned by the ImagineIf Library Foundation to the Flathead County Library contingent on the approval and transfer of the easement agreement #201800030273 dated 18th of December 2018 by the County.

**Seconded by D. Adams**

**Motion passed unanimously**

- Discussion regarding the title insurance costs and closing fees.

**Moved by J. Wheeler** “to move that the library will pay title insurance costs and closing fees for the Bigfork Property transfer from the Foundation to the County taken from the Depreciation Fund.”

**Seconded by D. Adams**

**Motion passes 4 to 1 with Cuthbertson in dissent**

2. **02:06:00** Closing Bigfork Library in Preparation to Move to New Building- Dugan

- Dugan reported they will need time to pack library materials, dismantle the shelving, and desks to begin the migration from the old to the new library.
- Network equipment, timeclock, computers and equipment will need to be carefully packed and relocated.
- There is a timeline of closing the old Bigfork library on July 6<sup>th</sup> with the opening of the new library set for August 6<sup>th</sup> to facilitate the move.
- Discussion regarding the timeline.

**Moved by H. Roedel** “I make the motion that we take the recommendation to close the Bigfork facility from July 6<sup>th</sup> through August 6<sup>th</sup> to facilitate the move to the new library.”

**Seconded by J. Wheeler**

**Motion passed unanimously**

3. **02:09:00** New Bigfork Library Operational Hours- Dugan

- Recommendation was made by Dugan to have more consistency in the hours of the Bigfork library with a review of hours in 12-18 months.

**Moved by J. Wheeler** “to move to approve the recommended proposed hours for Bigfork.”

**Seconded by D. Adams**

**Motion passed unanimously**

4. **02:16:00** HVAC Maintenance Contract Review- Dugan

- Dugan presented information on the HVAC Maintenance Contract that is up for a 3-year renewal with Johnson Controls.
- Discussion regarding the cost and bids from other companies.
- Dugan reported that we are looking at a maintenance contract for the new Bigfork library’s HVAC system.

H. **02:21:00 HOUSEKEEPING:**

Trustee Comments: Ingram, Cuthbertson, Wheeler, Adams

Next Regular Meeting- July 25<sup>th</sup>, 2024 at 6:30 pm, South Campus Conference Room, 40 11<sup>th</sup> Street W. in Kalispell.

**I. ADJOURN:** Meeting adjourned at 8:57 pm