

aFlathead County Library Board of Trustees Meeting
Thursday, July 25th, 2024, 6:30 pm
South Campus Conference Room
MEETING MINUTES TIME LOG

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

PUBLIC PRESENT: Taylor Inman, Mellissa Wood, Alyssa Koenen

A. CALL TO ORDER: D.Ingram as Board Chair called the meeting to order at 6:30 pm.

B. PLEDGE OF ALLEGIANCE

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

No persons addressed the Board.

D. REPORTS:

1. **00:01:00** Library Foundation Report- Sara Busse

- Congratulations were made for a new BF Library with a successful transfer that happened on July 1st.
- Still fundraising for the remaining \$110,000 to cover the final building costs and hope to have that done by August 6th.
- The Board of Directors reviewed the grant request for the FY24/25 of \$50,365.
- The Board voted to grant \$40,000 to the library to be used at their discretion, with \$18,000 set aside to be used for Columbia Falls computer room renovations.
- Board approved working with the Library to fund a fall patron survey to assess the needs and wants of the communities to better fund those needs and to continue growth of the Library.
- Upon collection of those needs, the Foundation has a minimum of \$17,000 to grant towards those programs and/or needs.
- August 8th- September 13th the Foundation will be collaborating with the Bob Marshall Wilderness Foundation in the Great Fish Community Challenge. Need to raise a Minimum of \$25,000 for the percentage match from the Great Fish Challenge.
- 177 people attended the *Fill the Shelves* fundraising event at the new Bigfork Library.
- Fundraising goal was set at \$100,000 and final accounting was about \$99,000. Donations given were from about 85% of new donors to the library.
- It was a great success. The hiring of a Live Auctioneer greatly benefited the event.

2. **00:10:52** Friends of the Library Report- No Report Given
 - Ingram discussed the Fall Book Sale being scheduled for 9/20-9/22.
 - Wheeler mentioned a name change that will be occurring.
3. **00:11:40** Ingram requested any comment from Alyssa Koenen- representing Bethany Lutheran Church.
 - Requested notification of any events that might be happening at the Bigfork Library in order to coordinate parking if they have an event going on at the same time at the church.
 - Koenen discussed signage for directions from the Hwy to the library.
 - Wheeler and Ingram discussed talking to the Highway department about this possibility.
 - Discussion of the possibility of adding a map on the Library's Website.
4. **00:14:55** June Financial Report- Dugan
 - Dugan reported that the final numbers for the fiscal year will be available next month.
 - Questions were taken from the written report.

Moved by C. Cuthbertson "that we accept the preliminary financial report."
Seconded by J. Wheeler
Motion passed unanimously

5. **00:23:20** Director's Report- Dugan
 - Questions were taken from the written report.
 - Lots of volunteers lending a hand for the Bigfork move.
 - ½ Way point for the Summer Reading Experience Programming.
 - Hiring underway for two PT Materials Handler positions- Kalispell and Bigfork.

E. APPROVAL OF MINUTES:

1. **00:27:49** Regular Board Meeting, June 27th, 2024
 - Discussion took place regarding corrections needed in the Minutes.

Moved by C. Cuthbertson "to approve the minutes as corrected."
Seconded by H. Roedel
Motion passed unanimously

2. **00:31:37** Public Relations Committee Work Session, July 5th, 2024

Moved by C. Cuthbertson "to approve the minutes as presented."
Seconded by H. Roedel
Motion passed unanimously

3. **00:33:40** Public Relations Committee Work Session, July 12th, 2024

- Public comment on correction of spelling of name.

Moved by C. Cuthbertson "to approve the minutes as presented with the correction on spelling."
Seconded by H. Roedel
Motion passed unanimously

4. **00:33:50** Facilities Committee Work Session, July 16th, 2024

Moved by C. Cuthbertson "to approve the minutes as presented."
Seconded by J. Wheeler
Motion passed unanimously

F. UNFINISHED BUSINESS:

1. **00:34:54** Facilities Committee Report- Cuthbertson, Wheeler

- Excited about the opening of the Bigfork Library.
- Still plugging along looking at options for a Kalispell branch.
- The lease for the Kalispell library expires in 2033.
- Wheeler reported they will be contacting the development company that purchased the Kalispell Center Mall to see what the possibilities are for building a new library on their property.
- Developing a brochure that will outline the reasons for the need of a new Kalispell Branch Library.
- Facilities Committee meeting scheduled for August 12th, 2024 at 11am at the Kalispell Library's Meeting Room.

2. **00:38:35** Budget Committee Report- Ingram

- Ingram discussed sidebar request that was submitted last spring to ask for the increase for an extra five hours of Custodial hours that would be shared between Kalispell and Bigfork. It was approved to coordinate with the opening of the Bigfork library.
- Discussion over the approval needed by the trustees to sign the paperwork to submit to the commissioners to go forward with that now given that Bigfork is set to open on August 6th.

Moved by J. Wheeler "to approve that the board increase custodial hours from 35 to 40."

Seconded by C. Cuthbertson
Motion passed unanimously

3. **00:41:49** Personnel Committee Report- Roedel

- Nothing to report from the Personnel Committee

4. **00:42:14** Policy Committee Report- Wheeler, Ingram

- Discussion took place regarding the approval to update policies with the name change of the Flathead County Libraries.

Moved by H. Roedel "I propose that we allow the staff to make a thorough change in all the policies reflecting the Flathead County Library from ImagineIf."

Seconded by J. Wheeler
Motion passed unanimously

5. **00:45:20** Public Relations Committee Report- Cuthbertson, Roedel

- Cuthbertson reported that they are waiting to receive bids for the Logo Design.
- Dugan reported there has been one official bid submitted thus far.
- Graphic designers have until August 1st to submit bids.
- Public Relations Committee work session scheduled for Friday, August 2nd at 2:30pm at the Kalispell Library's Meeting Room.

G. NEW BUSINESS:

1. **00:47:20** Elections of Board Officers for FY25- Ingram

Moved by J. Wheeler "to elect Dave Ingram to continue as Chairman of the Board of Directors for another year."

Seconded by H. Roedel

Motion passed with J. Wheeler, H. Roedel, and C. Cuthbertson in agreement, D. Ingram abstaining, and D. Adams absent.

- Discussion regarding board members willingness to chair positions.

Moved by J. Wheeler "to elect Carmen Cuthbertson to continue as the Vice Chair."

Seconded by H. Roedel

Motion passed with J. Wheeler, H. Roedel, and D. Ingram in agreement, C. Cuthbertson abstaining, and D. Adams absent.

2. **00:50:03** Budget Amendment for FY24- Dugan

- Discussion of the Budget Amendment of \$4,893.19 for Fund 4020.
- Budgeted \$70,000 spending for the year.
- Additional expenses came up mainly due to security costs and new network and computer equipment.

Moved by J. Wheeler "to approve the Budget Amendment of \$4,893.19 for Fund 4020."

Seconded by C. Cuthbertson

Motion passed unanimously

3. **00:52:47** FY25 Trustee Meeting Schedule- Ingram

- Discussion over the Trustee Meeting Schedule for FY25.

Moved by C. Cuthbertson "to approve the FY25 Meeting Schedule."

Seconded by H. Roedel

Motion passed unanimously

- Further discussion over daytime vs. evening hour meetings.

4. **01:00:00** HVAC Maintenance Contract Updates- Dugan
- Dugan presented information on the current HVAC Maintenance Contract that is up for a 3-year renewal with Johnson Controls.
 - Discussion regarding the cost and bids from other companies as well as Johnson Controls.

Moved by J. Wheeler "to move that we accept the bid from Johnson Controls."

Seconded by C. Cuthbertson

- Further discussion regarding Maintenance Agreement bids and a request of additional bids.

Moved by J. Wheeler "to move that we accept the bid from Johnson Controls."

Seconded by H. Roedel

All opposed. Motion fails.

- Dugan reports that she will obtain additional bids and integrate the Bigfork Library into the bids.

Moved by H. Roedel "that we table this until next month."

Seconded by C. Cuthbertson

Motion passed unanimously

5. **01:13:08** Security Updates- Dugan
- Discussed Interim updates to Security Measures.
 - July 5th a staff member was assaulted in the library right after opening.
 - The police came and the situation was quickly subdued.
 - In light of the event, interim security measures were implemented right away.

Moved by C. Cuthbertson "to approve the safety changes."

Seconded by J. Wheeler

- Further discussion of Safety and Security Measures.
- Discussed security cameras and prevention.
- Discussed self-defense, conflict resolution, de-escalation.
- Discussed the use of Security Guards and the cost.
- Further discussion of the hours of operation.
- Discussed other possible deterrents.
- No cost item safety measures were discussed: Notification of Cameras- quote needed for additional cameras, two managers in building, Wifi hours changed, 911 streamlining.

Friendly Amendment Moved by H. Roedel "to approve the recommendations that have no cost involved and wait on the others."

Seconded by C. Cuthbertson

Motion passed unanimously

6. **01:53:50** Leave Without Pay Approval- Dugan
- Discussed Approval for 28.75 hours of Leave Without Pay for Library Advisor.

Moved by J. Wheeler “to approve the Leave Without Pay for the Library Advisor.”

Seconded by C. Cuthbertson

Motion passed unanimously

7. **01:55:09** Reduction in Hours at Staff Request- Dugan
- Discussed Approval to reduce hours from 32 to 24 hr/wk for Library Advisor Position and to reallocate hours to existing Advisor positions.

Moved by C. Cuthbertson “that we approve the staff requested changes in hours.”

Seconded by J. Wheeler

Motion passed unanimously

8. 02:00:00 HOUSEKEEPING:

Trustee Comments: Ingram, Cuthbertson, Wheeler

Next Regular Meeting- August 22nd, 2024 at 6:30 pm, South Campus Conference Room, 40 11th Street W. in Kalispell.

- 9. ADJOURN:** Meeting adjourned at 8:36 pm