

Flathead County Library Board of Trustees Meeting
Thursday, August 22nd, 2024, 6:30 pm
South Campus Conference Room
MEETING MINUTES TIME LOG

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

PUBLIC PRESENT: Margaret Davis, Taylor Inman, Mellissa Wood, Wendy Brown, Terry Grimlie, Laura Hill

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.

Terry Grimlie

D. REPORTS:

1. **00:03:12** Library Foundation Report-

- No Foundation representatives present.
- Ingram read a written report submitted by Sara Busse, Foundation Director, as she was unable to attend the meeting.
- Bigfork Capital Campaign is complete- reached fundraising goal of \$3.2 million on July 31st.
- Wrap Party on 9/19/2024 at Bigfork Library where Donor Wall and named spaces will be unveiled. Board Members are invited to attend.
- Foundation is participating in the Great Fish Community Challenge with a goal of raising \$25,000.
- Hopes to work with library staff to develop a *Community Needs Survey*.
- The Foundation would like a strategic planning session to work with the Library Board and Friends to better define roles and responsibilities.
- Discussion about an MOU between the Library Board and the Foundation as well as defined roles.
- Public comment was made.

2. **00:11:55** Friends of the Library Report- Laura Hill (Treasurer)

- Hill discussed the Fall Book Sale scheduled from 9/20-9/22.
- The Sale usually amounts to around \$10,000 that goes to the Library.
- Working with the NW Montana History Museum to do a book fest on 11/17/2024.
- Discussion about *Friends of the Library* week in October.
- Discussion about the possibility of having a library staff member at the Book Sale in September to allow for library card sign-ups.

3. **00:17:34** Final June Financial Report- Dugan

- Dugan reported the final numbers for the fiscal year.
- Questions were taken from the written report.
- Discussion of obtaining details about Internet cost for the next Budget Meeting work session.
- Discussion of a possible audit being completed on Library Materials and Pre-processing fees.
- Discussion about water rates and costs.
- Dugan reported the receipt of the first installment from the Library Foundation.

Moved by Adams “that we accept the Budget Report as presented.”

Seconded by Wheeler

Motion passed unanimously

4. **00:31:40** Director’s Report- Dugan

- Questions were taken from the written report.
- In place security and safety precautions were discussed including the upcoming staff CPR and Defibrillator training.
- Cuthbertson discussed having staff from the library at the County Fair next year as well as the possibility of bringing Porch Concerts back to the Library.
- Discussion over the battery recycling program.
- Dugan reported on the Name Change Timeline for the Library.

E. APPROVAL OF MINUTES:

1. **00:51:10** Regular Board Meeting, July 25^h, 2024

00:51:25 Moved by Cuthbertson “to approve the July 25th Board meeting minutes as presented.”

- Discussion over wording in the minutes.

Seconded by Roedel
Motion passed unanimously

2. **00:54:18** Public Relations Committee Work Session, August 2nd, 2024

Moved by Wheeler “to approve the Public Relations Committee work session minutes from August 2nd as presented.”

Seconded by Cuthbertson
Motion passed unanimously

- Public Comment on the purpose of a survey.

3. **00:58:57** Facilities Committee Work Session, August 12th, 2024

Moved by Wheeler “to approve the minutes from the facility committee work session on August 12th as presented.”

Seconded by Cuthbertson
Motion passes unanimously

F. UNFINISHED BUSINESS:

1. **01:00:07** Facilities Committee Report- Cuthbertson, Wheeler

- Wheeler discussed directional signage for the Bigfork Library.
- Flathead County will place signage for the Bigfork Library.
- Discussion took place over the need for safety fencing around the HVAC system in Bigfork as well as the possible need for fencing around water valves on the building.

01:06:00 Moved by Cuthbertson “to authorize the Library Director to obtain bids for fencing around the HVAC equipment at the BF branch and for locked protection for the valves system on the west side of the building.”

Seconded by Roedel

- Discussion in regard to a possible need for snow roofing protection over the HVAC system.
- Further discussion as to type of fencing to be placed around the HVAC unit.

Motion passes unanimously

- Cuthbertson introduced Wendy Brown to talk about the possibility of the Center Mall location for a future Kalispell Library.
- Brown gave an update on the progress of a possible Kalispell Center Mall location for a Kalispell Library Branch.
- The 22 acres of property at the Center Mall location will be a mixed-use property to include retail, restaurants, entertainment, boutique, fitness, and service uses.
- SHOP Development has purchased the Mall location property and is excited about the prospect of working with Flathead County for a new Kalispell Library at the Mall location.
- SHOP Development typically doesn't sell any of their acreage; however, since the Library is a County entity, they are interested in looking at an offer.
- Further discussion of needed acreage, parking, and cost for a new Kalispell Library.
- Discussion of a *Letter of Intent* to SHOP Development for the purchase of acreage for a new Kalispell Library Branch at the Kalispell Center Mall location.

01:36:00 Moved by Cuthbertson “to authorize Wendy Brown to compose and send a *Letter of Intent* to SHOP Development on behalf of the Flathead County Library to purchase acreage- not to exceed two acres, to accommodate a rectangular one-story building of at least 40,000 sq. ft. with access to sufficient parking and to the Parkline Trail.”

Seconded by Adams

- Further discussion over the cost of the project, contingencies, and appraisals.
- Public comment given.
- **Motion passed unanimously**
- Wheeler presented the possibility of hiring a consultant to work with staff in the development of a *Building Program* for a new Kalispell Branch Library.
- Further discussion over the cost of hiring a consultant and the availability of possible grants for funding.

2. **01:46:34** Budget Committee Report- Adams, Ingram

- Ingram submitted the proposed budget to the County.
- There is an approximate \$68,000 as carryover that will stay in the cash balance and consider moving into the 4029 fund after the first 6 months of the new Bigfork Library Branch being open to see if there will be any unanticipated costs.

3. **01:48:10** Personnel Committee Report- Roedel, Adams

- Discussion of meeting to define roles of the Personnel Committee.
- Trustees requested a revised copy of the Staff Library Organizational Chart.
- Roedel requested notification of any staffing special events.

4. **01:49:57** Policy Committee Report- Wheeler, Ingram

- Ingram reported there are 22 policies that will be assessed for the next year.
- None of the 22 are due this year; however, the intention is to start looking at them now to stagger them into the following year for review.

5. **01:51:12** Public Relations Committee Report- Cuthbertson, Wheeler

- Discussion about Logo considerations.
- Cuthbertson reported that for the new Logo design there were 8 requests for bids to Graphic Designers sent out by the Library Director in which 4 submitted their bids.
- After review, the Public Relations Committee reported that they are looking at Snow Ghost as the designing firm for the new Logo design.

01:53:00 Moved by Adams to “accept Snow Ghost upon the Public Relations Committee’s recommendation.”

Seconded by Ingram

- Discussion took place over the process of the Logo concept.
- Designation of the PR Committee and the Library Director as the primary contacts for the Logo Design Contract.
- Public Comment given.

Motion passed unanimously

6. **02:02:12** HVAC Maintenance Contract Considerations- Dugan

- Dugan presented updated bids for HVAC maintenance contract considerations for the Kalispell and Bigfork Branch locations.
- Discussion took place regarding periodic and planned maintenance, and the cost for each location.

02:16:53 Moved by Adams to “enter into contract with Comfort Systems USA for planned maintenance in the Bigfork location and periodic maintenance in the Kalispell location for the amounts that they proposed.”

Seconded by Ingram

Motion passed unanimously

7. **02:17:30** Library Trustee Board Retreat, October 24th, Ingram

- Ingram reviewed the topics discussed with Tracy Cook for the upcoming Retreat being Strategic Plan Review, possible Public Communication Training, and Future Facility Planning.
- Discussion about the possibility of the Foundation being present for the Strategic Planning; however, an MOU is thought to be what is needed with the Foundation at this time.
- Discussion took place about narrowing the focus of the Strategic Plan to include Goals with measurable parameters for both Trustee and staff to use as guidance.
- The Library Director will speak with Tracy Cook in regard to Trustees wishes about the Strategic Plan Review.
- Public Comment given.

G. NEW BUSINESS:

1. **02:27:03** Board committee Appointments for FY25- Ingram

- Ingram reported that he has queried with individual Trustees and they are all comfortable with their current assignments.

Moved by Ingram “that we will leave the assignments for the Trustees as is.”
Seconded by Cuthbertson
Motion passed unanimously

2. **02:28:08** Naming Rights Considerations- Ingram, Dugan

- The Board of Trustees are charged with approving the naming rights for the Bigfork Library Naming areas as well as for the Donor Wall as follows:
 - Bert and Kari Arnlund Community Room
 - Laura G. Barrett Reading Room
 - Laura Long Community Patio
 - Patrick Box Community Patio
 - Andrea Goff and Al Logan Maker Space

Moved by Wheeler “to approve the naming rights of the Bigfork Library as listed.”
Seconded by none. There was no 2nd *note: see corrected motion in September 26th meeting minutes.*
Motion passed unanimously

3. **02:30:00** Bigfork Branch Parking Lot Update- Ingram, Wheeler, Dugan

- The *Flathead County Library Foundation* received earmarked funds from the *Bigfork Development Company* (a private foundation) to be used specifically towards the paving of the BF Library's parking lot.
- Ingram reported that they met with the Bethany Lutheran Church advisors to discuss the parking lot needs for both the Library and the Church.
- There are times that the Library and the Church are open on different days of the week.
- Current agreement is the BF Library is responsible for 1/3 of the parking lot and the Church is responsible for the other 2/3 of the lot.
- Discussion about snow removal for the Bigfork Branch.
- Funds have been set aside for the Library's portion for Grounds Maintenance/Snow Removal for the Bigfork Library.
- Discussed contracting vs. per use for snow removal.

02:36:00 Moved by Wheeler "to have the Library Director investigate options for snow removal at the Bigfork location."

Seconded by Adams

- Further discussion about lawn care at the Bigfork location.

02:43:00 Friendly amendment moved by Roedel "to include snow removal and lawn care."

Seconded by Ingram

Friendly Amendment Motion passed unanimously

Whole Motion passed unanimously

H. 02:44:00 HOUSEKEEPING:

Trustee Comments: Ingram, Cuthbertson, Wheeler, Adams

Next Regular Meeting- September 26th at 9:00 am, South Campus Conference Room, 40 11th Street W. in Kalispell.

I. ADJOURN: Meeting adjourned at 9:23 pm