

Flathead County Library Board of Trustees Meeting
Thursday, September 26, 2024, 9:00 am
South Campus Conference Room
MEETING MINUTES TIME LOG

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

PUBLIC PRESENT: Mellissa Wood, Diane Taylor-Mahnke, Margaret Davis, Valeri McGarvey

A. CALL TO ORDER: D. Ingram as Board Chair called the meeting to order at 9:00 am.

B. PLEDGE OF ALLEGIANCE

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

Mellissa Wood, Margaret Davis, Diane Taylor-Mahnke

D. REPORTS:

1. **00:08:12** Library Foundation Report- Busse

- The library foundation has granted the first quarterly installment of grant money to the library of \$10,000.
- Additional grant monies will be discussed after community needs survey discussion.
- The Great Fish Challenge was successful in bringing in \$24,000 to the library foundation.
- The library foundation agrees that a MOU between the foundation and the library board is a good idea.

2. **00:20:37** Friends of the Library Report-(no representative was present)

3. **00:22:06** July and August Financial Reports- Dugan

Moved by Wheeler “that we accept the July Financial Report as presented.”

Seconded by C. Cuthbertson

Motion passed unanimously

Moved by H. Roedel “that we accept the August Financial Report as presented.”

Seconded by Wheeler

Motion passes unanimously

4. **00:45:00** Director's Report- Dugan

- Dugan reviewed and took questions on the written report included in the packet.
- Trustees Jane Wheeler and Heide Roedel will attend the December staff in-service day.
- Next month, Teen Services Librarian and Children's Librarian will be reporting on the summer reading programs of 2024.
- A citizen in Hungry Horse is requesting library services be considered in that area.
- Dugan and White are collaborating on the development of a possible teen writing contest in the future.

Moved by Wheeler "to remove the small fencing job quote from the Montana Fence Company contract."

Seconded by Cuthbertson

Motion passes 4-1.

E. APPROVAL OF MINUTES:

1. **01:21:09** Regular Board Meeting, August 22, 2024

00:51:25 Moved by Adams "to approve the August 22nd Board meeting minutes as presented."

Seconded by Cuthbertson

Discussion: Ingram pointed out some typos that needed correcting. It was pointed out that a motion taken in regard to approval of the naming rights for Bigfork lacked a second.

Action was taken to correct this.

"Moved by Wheeler "to approve the naming rights of the Bigfork Library as listed."

Seconded by Roedel

Motion passes unanimously

Moved by C. Cuthbertson "to approve the August 2024 minutes as discussed and amended."

Seconded by Adams

Motion passes unanimously

2. **01:26:50** Policy Committee Work Session, September 17, 2024

Moved by Adams “to approve the Policy Committee work session minutes from September 17 as discussed and amended.”

Seconded by Cuthbertson

Motion passed unanimously

F. UNFINISHED BUSINESS:

1. **1:28:05** Facilities Committee Report- Cuthbertson, Wheeler

- The committee is working on a document titled *Considerations regarding a Library site within or adjacent to the present Kalispell CenterMall*.
- The document was read to the board for information purposes.
- Shop is considering selling the library some acreage for the placement of a library at the mall location.
- The committee is seeking input as we make steps towards the possibility of the project.
- Honore Bray has offered consultation services pro bono to work with the library board on a building program for a future library in Kalispell. Travel costs for the consultant are requested to be paid by the library.

Moved by Cuthbertson “to authorize the spending of no more than \$1000 in travel costs to Honore Bray for building program consultation services.”

Seconded by Adams

Discussion The cost of travel was discussed.

Friendly Amendment by Adams “to revise the amount to \$5000 in travel costs.”

2nd Friendly Amendment by Adams “to authorize the spending of no more than \$5000 in travel costs to Honore Bray for building program consultation services pursuant to a successful contract.”

Motion passes unanimously

2. **02:07:00** Policy Committee Report- Wheeler, Ingram

- The policy committee met and will be presenting two draft policies under new business to the library board for action.

3. **02:09:00** Public Relations Committee Report- Cuthbertson, Wheeler

- SnowGhost is working on the logo and will have something for the trustees to review by the end of the month.

G. NEW BUSINESS:

1. **02:10:18** Policy Review- *Hiring of Director and Staff Personnel Policy*- Ingram, Wheeler
Moved by Roedel “to approve the draft policy titled *Hiring of Director and Staff* as presented.”
Seconded by Cuthbertson
Discussion
 - Cuthbertson suggested additional edits and changes to the policy.
 - The suggested changes were enough to request the document be referred back to the committee for more revision.**Motion Withdrawn by Roedel.**

Moved by D. Ingram “to send the policy back to committee for more review.”
Seconded by Cuthbertson
Motion passes unanimously
2. **02:19:33** Policy Review- *Continuing Education*- Ingram, Wheeler
 - Roedel suggested the addition of the word “trustees” to the first paragraph.**Moved Adams** “to approve the presented draft policy as amended.”
Seconded by Wheeler
Motion passed unanimously
3. **02:26:16** Leave Without Pay Consideration -Dugan

02:36:00 Moved by Adams “to approve 33.75 hours of leave without pay for the library advisor position as requested.”
Seconded by Cuthbertson
Motion passes unanimously
4. **02:27:38** Bigfork Branch Closure- Ingram
Moved by Wheeler “to close the Bigfork library on Thursday, October 3 and possibly October 4 for the tree removal project.”
Seconded by Roedel
Motion passes unanimously
5. **02:30:29** Library Advisor FTE Proposal- Dugan
Moved by Adams “to approve the splitting of library advisor position 06050-015 from 1 FTE to 2 part time library advisor positions of .50 FTE.”
Seconded by Wheeler

Motion passes unanimously

6. **02:32:26** Library Board Retreat Updates- Ingram
- Ingram asked trustees for additional topics that might be added to the retreat agenda.
 - Cuthbertson would like to discuss the website and social media presence at the retreat.

H. 02:34:43 HOUSEKEEPING:

Trustee Comments: Adams, Roedel

Next Regular Meeting and Board Retreat- October 24 at 9:00 am, South Campus Conference Room, 40 11th Street W. in Kalispell.

I. ADJOURN: Meeting adjourned at 11:36:50 am