

Flathead County Library Board of Trustees Meeting
Thursday, October 24th, 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, Rhonda Hawkins, Starr White, Becca Johnson; (Library Foundation)- Sara Busse

PUBLIC PRESENT: Margaret Davis, Cara Orban, Tracy Cook, Sharon Furlong

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.

None given.

D. REPORTS:

1. **00:16:16** Library Foundation Report- Busse

- The Great Fish Community Challenge was successful in bringing in \$25,000 to the library foundation with a matching grant of \$14,000 from the Great Fish foundation.
- A \$50,000 Community Grant was also received earlier this summer that went towards the building in Bigfork.
- Working on their annual report.
- Strategic planning will be worked on in January.

2. **00:01:12** Friends of the Library Report- (No representative reported.)

- Dugan reported attending the *Friends of the Library* book sale. The Friends earned approximately \$10,000.
- At their next meeting they will discuss the distribution of their annual donation to the library.
- They officially changed their name to *Flathead County Friends of the Library*.

3. **00:02:05** Final September Financial Report- Dugan

00:15:43 Moved by Cuthbertson “that we accept the September Financial Report as presented.”

Seconded by Wheeler

Motion passed unanimously

4. **00:19:02** Director’s Report- Dugan

- Dugan reviewed and took questions on the written report included in the packet.
- The Box Foundation will partner with the church on behalf of the library for the paving of the parking lot in Bigfork and will be working on an agreement and engineering report for the parking lot to be paved.
- Tree removal completed in Bigfork.
- Dugan reported researching possibilities for a Library Survey Consultant with the cost of that being between \$22,000- \$25,000. The Library Foundation has offered to fund the cost of this for the library.
- Long-time employee of 35 years Julie Marotz is retiring. A celebration will be held on her last day of work 10/30/2024.
- Teen Librarian Starr White reported on activities and events of Teen Summer Programming.
- Children’s Librarian Becca Johnson reported on activities and events of Children’s Summer Programming.

Public Comment was given.

E. APPROVAL OF MINUTES:

1. **01:09:28** Facilities Committee Work Session, September 24th, 2024
01:10:00 Moved by Cuthbertson “to approve the Facilities Committee work session minutes as presented.”
Seconded by Wheeler
Motion passed unanimously
2. **01:10:30** Regular Board Meeting, September 26th, 2024
01:12:30 Moved by Adams “to approve the September 26th Board meeting minutes as amended.”
Seconded by Roedel

Discussion: Ingram pointed out some wording that needs correction in section F. 2, and Roedel mentioned the wording “trustees Jane Wheeler and Heidi Roedel will attend the December staff in-service day” to be added into Section D. 4 minutes.

Motion passed unanimously

3. **01:12:40** Policy Committee Work Session, September 30th, 2024
01:13:35 Moved by Adams “to approve the Policy Committee work session minutes as amended.”
Seconded by Cuthbertson

Discussion: Wheeler pointed out typo in section E. The time for the next policy meeting being 2 pm, not 11 am.

Motion passed unanimously

4. **01:13:50** Public Relations Committee Work Session, October 1st, 2024
01:13:58 Moved by Adams “to approve the Public Relations work session minutes as presented.”
Seconded by Wheeler
Motion passed unanimously

F. UNFINISHED BUSINESS:

1. **1:14:35** Facilities Committee Report- Cuthbertson, Wheeler

- Trustees Cuthbertson and Wheeler along with Library Director, Dugan, met with Honore Bray in Missoula and discussed ways to get the Flathead County community involved and on board for a new Kalispell library.
- Cuthbertson discussed the need to get the County Commissioners on board for the possibility of a new library.
- Discussion was made over the need for a combination of Bond/Private funds to cover the cost of a new library.
- Further discussion over ways to inform the community about misconceptions about bonds and taxes.

1:34:35 Moved by Cuthbertson “to apply to the Foundation for a grant of up to \$5,000 to cover Honore Bray’s expenses related to her pro bono consulting.”

Seconded by Wheeler

Public Comment received.

Further Discussion by Trustees.

1:38:00 Moved by Cuthbertson “to table the motion.”

Seconded by Wheeler

Motion to table passes unanimously.

Further Discussion:

- Wheeler reported that a non-disclosure has been signed with the owner of the mall property- Shop Development.

Public Comment received.

2. **01:49:29** Policy Committee Report- Wheeler, Ingram

- The policy committee met last month and worked on the following policies: *Hiring of Director and Staff Personnel Policy*, the *Copyright Policy*, and the *Confidentiality Policy*.
- The first two are ready for review by the Trustees with work yet to do on the *Confidentiality Policy*, which will be addressed at the November 7th meeting.
- The *Computer Use Policy* is scheduled for review next.
- The Policies should be up to date by May of 2025.

3. **01:51:10** Public Relations Committee Report- Roedel, Cuthbertson

- Snow Ghost Design is working on the logo and will have something for the trustees to review by the end of the month.
- Dugan reported that these 4 logos are at the very beginning stages and there could be lots of changes made; however, it does need to be narrowed down to one choice to move forward.

01:52:55 Moved by Adams “to move forward with Option 1 Logo.”

Seconded by Cuthbertson

Further discussion by Trustees.

- Trustees would like to see the picture logo included into some of the font as options and possibly some options with original colors.
- Trustees appreciate the work Snow Ghost Design has started; although, they believe there is more work to be done.

Public Comment received.

The motion unanimously does not pass.

Further discussion by Trustees.

02:02:00 Moved by Adams “to move forward with Option 1 Logo and open to new options.”

Seconded by no Trustees

Motion dies on the floor.

Further discussion by Trustees in regard to options.

02:02:30 Moved by Ingram “to return the project to the creators and ask for more choices with our favorite being number one.”

Seconded by Roedel

Motion withdrawn

02:03:37 Moved by Cuthbertson "that we provide the following feedback to Snow Ghost Designs. The Board prefers option One best. The Board would like

to point the creative talent back to the original branding guidelines and request further fresh options, specifically, to include font-based options."

Seconded by Wheeler

Motion passed unanimously

Further Public Relations Committee Trustee discussion:

- Cuthbertson discussed the importance of hiring a professional library consultant in order to receive honest feedback from a variety of groups in our community.
- Roedel included that they have received a list of library consultants to review.

Public Comment received.

02:12:58 Moved by Adams "to authorize the public relations committee to get a signed contract for the library survey."

Seconded by Cuthbertson

Motion passes unanimously

G. NEW BUSINESS:

1. **02:14:20 Policy Review- *Protection of Copyright Policy***- Ingram, Wheeler
Moved by Cuthbertson "to approve the copyright policy as written."

Seconded by Adams

Motion passes unanimously

02:15:08 Policy Review- *Hiring of Director and Staff Personnel Policy*- Ingram, Wheeler

Moved Wheeler "to approve the *Hiring of Director and Staff Policy* as amended."

Seconded by Roedel

- Wheeler made suggestions of taking out "the" in front of MCA, and to add "library" in front of personnel matters to be more specific.

Motion passed unanimously

2. **02:18:45 MOU Goals Discussion with Trustees-**

- Ingram noted that the Board has not had an opportunity to discuss within the Board their MOU goals, and at the end of this meeting there is an opportunity to discuss MOU goals within the Board prior to discussion with the Library Foundation.

H.

02:20:30 HOUSEKEEPING:

Trustee Comments: Adams, Cuthbertson, Wheeler, Ingram, Roedel, and Director Dugan

Next Regular Meeting and Board Retreat- December 5th at 9:00 am, South Campus Conference Room, 40 11th Street W. in Kalispell.

I.

ADJOURN: Meeting adjourned at 12:11 pm