

**LIBRARY TRUSTEE FACILITIES COMMITTEE  
WORK SESSION  
WEDNESDAY, DECEMBER 18TH, 2024 1:00 PM  
LIBRARY MEETING ROOM  
247 1<sup>ST</sup> AVE EAST KALISPELL  
MEETING MINUTES**

**A. Call to Order**

Trustee Cuthbertson called the meeting to order at 1:00 pm.

Members Present: Carmen Cuthbertson, Jane Wheeler,  
(Staff) Teri Dugan, Rhonda Hawkins, (Realtor) Wendy Brown,  
(Foundation) Sara Busse

Public Members Present: Margaret Davis, Valeri McGarvey, Daniel Fuller  
(SHOP Dev.)

**B. Future Facility Planning Discussion**

- Wendy Brown shared the *Letter of Intent* from SHOP Development for the possible land purchase and building site for a new Kalispell Library.
- Phase 1 of the land development at the site has been completed by SHOP Development.
- Discussion took place about the proposed acres, price, and easement.
- Earnest money, ownership, and terms were discussed.
- The need for a Geotech study, a survey, the cost of covenants, upkeep and cost of the common area, and maintenance fees were discussed.
- Taxes and insurance for the property after purchase, during construction, and after the building of a library on site were discussed.
- The *Letter of Intent* and discussion will be part of the Board of Trustees meeting on 1/16/2025.
- The Facilities Committee will write a supporting document to present to the Board with possible terms of ownership, information on the easement, and a recommendation for the purchase price of the land.
- Discussion took place to set up another meeting to look at the development of a Capital Campaign MOU with the Flathead County Library Foundation.

**C. Public Comment**

- Daniel Fuller from SHOP Development attended the meeting and shared SHOPS' excitement over working with the Library and County on a civic project that will benefit the Flathead Valley community.
- Fuller further explained the Easement and that it is a no build/active space easement.
- Zoning and tax base were discussed.
- Timing and fundraising were brought up in the discussion.
- Further discussion took place over the need for a Capital Campaign MOU with the Library Foundation.

**D. Adjourn** Meeting adjourned at 3:30pm

Next Facilities Committee work session is a *Zoom* meeting with link access at 11 am on Monday, January 6<sup>th</sup>, 2025.