

Flathead County Library Board of Trustees Meeting
Thursday, March 28, 2024, 9am
South Campus Conference Room
MEETING MINUTES TIME LOG

In attendance: David Ingram, Doug Adams, Carmen Cuthbertson, Jane Wheeler, Heidi Roedel, (Board); Teri Dugan, Starr White, Becca Johnson, Lune Axelsen (Staff)

Public Present: Tracy Cook, Sharon Furlong, Diane Taylor-Mahnke, Margaret Davis, Morgan Ray, Valeri McGarvey, Kyle Waterman, Carroll Blend, Sierra Benjmin, Jaden Woeppel, Dyson Linden, Jacob Linden, Angela Kenneg, Mary Kelly, Chris Parker, Susan Bodurtha, Lily Kirsanow, Tyler Berry, Stefan Berry, Ashlynn Meckler.

A. Call to Order: Board Chair D. Ingram called the meeting to order at 9:00 am.

B. Open time for persons to address the Board on matters within the Board's jurisdiction.

Margaret Davis, Sierra Benjamin, Kyle Waterman, Dyson Lynden, Jake Woeppel, Valeri McGarvey, Dianne Taylor-Mahnke.

C. Reports

1. **00:15:08** Library Foundation Report- Sharon Furlong.
 - 2.1 million dollars has been raised for the Bigfork capital campaign.
 - Site visits are welcome to be scheduled for visiting the future Bigfork library construction site.
 - Furniture and fixtures have been ordered.
 - Library Giving Day is April 3rd.
 - The third grant payment was made to the library.
 - Cuthbertson inquired about the location of the book drop at the new library location.
2. **00:20:00** Friends of the Library Report- Sharon Furlong.
 - Library Spring Festival is planned for May 19th
 - Book Sale is scheduled for September 20-22, 2024 at the Kalispell Center Mall.

3. **00:22:47** February Financial Report

Moved by J. Wheeler "to accept the February Financial Report as presented."

Seconded by H. Roedel

Motion passes unanimously

4. **00:31:09** Director's Report- Dugan
 - Dugan shared hiring updates for the open Library Office Coordinator position.
 - FY25 budget planning continues.
 - Dugan had a great meeting with Whitefish Community Library Director, Mary Drew Powers.
 - A handout for the library behind the scenes tour is being created.

- Trustee Adams first term will expire June 30th. The position will be posted in April for interested applicants to apply.
- Children’s Librarian, Becca Johnson shared the process of preparing and choosing our summer reading program theme each year.

D. Approval of Minutes

1. **00:44:45** Regular Board Meeting, February 22, 2024.

Moved by C. Cuthbertson “to approve the minutes from the February 22th, regular board meeting.”

Seconded by H. Roedel

Motion passes unanimously

2. **00:45:45** Policy Committee, February 29th, 2024.

Moved by J. Wheeler “to approve the minutes from the policy committee work session of February 29, 2024.”

Seconded by D. Ingram

Motion passes unanimously

3. **00:46:14** Facilities Committee Session, March 7, 2024

Moved by J. Wheeler “to approve the minutes from the facilities committee meeting on March 7, 2024.”

Seconded by C. Cuthbertson

Motion passes unanimously

4. **00:46:45** Public Relations Committee Work Session, March 13, 2024

Moved by C. Cuthbertson “to approve the minutes from the public relations committee work session from March 13, 2024.”

Seconded by J. Wheeler

Motion passes unanimously

E. Board Committee Updates

1. **00:47:24** Facilities Committee- Cuthbertson, Wheeler
 - Wheeler updated the board on a possible crosswalk in Bigfork.
 - Funding efforts will not begin for Kalispell until the Bigfork project is completed.
 - The next facilities committee meeting is April 10th at 1pm at the library.
2. **00:51:55** Budget Committee-Ingram, Adams
 - Ingram reviewed the FY25 proposed budget.
 - Bigfork operational costs have been factored into our new budget.
 - Revenue is expected from State Aid and Tamarack Federation Revenue.
 - Cost of Living increases will be covered by the county.
 - Increased security costs will be proposed in the FY25 budget.
 - The proposed budget will be brought to the finance and administrative team in April.

Public Comment taken.

Moved by D. Adams "to approve the proposed FY25 budget as presented."
Seconded by H. Roedel
Motion passes unanimously

3. **01:01:30** Public Relations Committee- Roedel, Cuthbertson
- Roedel expressed being open to have more time to receive public comment regarding the formation of a logo.
 - Cuthbertson favored the use of the logo presented and would like to keep the colors the same.
 - The committee is open to suggestions and feedback from the public and staff and welcomed advice.
 - Adams would like to receive assistance from the design companies that have offered.
 - Ingram liked the emphasis on the word "library".
 - The PR committee will bring back proposals to the board for the next meeting.

Public Comment taken.

Moved by D. Adams "to direct the PR committee to work with staff, designers and community to develop logo concepts pro bono to bring to the full board at the next board meeting for consideration."

Seconded by D. Ingram
Motion passes unanimously

4. **01:31:52** Personnel Committee- Roedel, Adams
- Roedel reviewed the proposed contract of employment for Dugan.
 - No comments received from the public

Moved by J. Wheeler "to approve the contract for T. Dugan."

Seconded by D. Adams
no public comment
Motion passes unanimously

5. **01:34:22** Policy Committee- Ingram, Wheeler
- In reviewing the policies for updates, the committee suggested clarifying the name of the library as Flathead County Library. Dugan agreed that this would be the preferred name going forward.
 - No comments received from the public

Moved by H. Roedel "to rename the library from "Flathead County Libraries" to "Flathead County Library."

Seconded by C.Cuthbertson
Motion passes unanimously

- 01:36:33** Board Bylaws
- Wheeler reviewed updates to the board bylaws.

- In Article 4, section 11, language will be added to clarify time limits of comments and how written public comment is received.
- ImagineIF naming will be updated to Flathead County Library name.
- Voting will be held at the next board meeting.

01:39:52 Naming Rights Policy

- Wheeler reviewed updates for the Naming Rights policy.
- ImagineIF naming was replaced with Flathead County Library.
- Wheeler pointed out some grammatical changes that would be needed.
- Cuthbertson shared suggestions for changes and additions to the policy to create clarity.

Public comments taken

Moved by D. Adams "to table this policy for action until the next board meeting."

Seconded by H. Roedel

Public comment received

Motion passes unanimously

02:00:20 Borrowing Privileges

- Ingram reviewed suggested changes to the borrowing privileges policy.
- Staff suggestion to the changes include requiring children under the age of 16 to have a parent or guardian present to receive a library card.
- Some exceptions are made for school groups visiting.
- No comments received from the public.

Moved by J. Wheeler "to approve the changes to the Borrowing Privileges policy as presented."

Seconded by C. Cuthbertson

Motion passes unanimously

F. Unfinished Business

1. **02:03:58** Minor/Adult Collection Strategies- Ingram

- Dugan shared results from an internal audit conducted by the librarians.
- 5 strategies were presented in Dugan's report.
- Signage to help inform library users identify collection age audience was discussed.
- White shared remarks with the board.
- Communication is needed to inform the parents and library users that our YA collection is curated for ages 12-19 and grades 7-12.

Public comment taken

Move by H. Roedel "to approve strategy #1 as recommended by Dugan

Seconded and Amended by D. Adams "and to add appropriate signage to help give direction to those age designations."

Amendment accepted by H. Roedel.

Motion passes unanimously.

Moved by C. Cuthbertson "that the library prepares a press release to clarify that young adult is curated for ages 12 through 18."

Motion withdrawn by C. Cuthbertson

2. **03:00:00 Name Change Updates**

- Dugan reviewed the plan for implementing the name change within the library and its operations.
- Estimated costs were included to help with the budget process.
- Dugan can update the board as to the progress of the plan on a monthly basis.
- The plan will serve as a guideline and road map to help with the name changeover.
- Axelesen shared proposed website updates that staff would like to implement.
- Advantages to making the changes would include a clearer and more user-friendly menu, replacement of old language, and an updated fresh look.

G. **03:26:11 New Business**

1. Library Board Retreat-Ingram, Cook

- Tracy Cook, State Library Lead Consultant was present to help plan a fall retreat date for the library board.
- Possible retreat topics suggested for discussion included a strategic plan review, public communication training, future facilities plan.
- Cook will meet with the facilities committee to help facilitate the formulation of a plan for the committee to bring to the board.

Moved by J. Wheeler "to schedule a library board retreat on October 24th, 2024, from 1pm to 4pm, following the regular board meeting."

Seconded by D. Adams

Motion passes unanimously

2. **03:41:54 Additional Custodial Hours Consideration- Dugan**

- Dugan requested additional .13 FTE for our current custodian position for current year.
- Going forward for FY25, the additional hours will be requested in a sidebar request to add to our salary line.

Moved by J. Wheeler "to increase A. Henderson's hours by 5 hours of week from 35 hours per week to 40 hours per week."

Seconded by C. Cuthbertson

Motion passes unanimously

H. **03:47:33 Housekeeping**

Comments from Trustees- Opportunity for individual trustees to respond to public comments.
Doug, Carmen, Jane.

I. Adjourn: Chair, D. Ingram adjourned the meeting at 12:53 pm.