

Flathead County Library Board of Trustees Meeting
Thursday, December 5th, 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; (Library Foundation)- Sara Busse

PUBLIC PRESENT: Margaret Davis, Mellissa Wood (Friends of the Library)

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

D. REPORTS:

1. **00:02:24** Library Foundation Report- Busse

- Mailed *Gratitude Report* to about 700 donors.
- Ran a "Thank You" for the BF Library in the *Flathead Beacon* and the *Daily Interlake*.
- Currently in their *Year of Giving* campaign until 12/31/2024.
- In January the business campaign will start.
- \$10,000 of the \$40,000 2nd Installment to the Library was given today.
- Discussed the Library Survey.

2. **00:9:57** Flathead County Friends of the Library Report-Mellissa Wood

- Voted to donate \$12,000 to the Library in support of programs.
- Meeting in January 2025 will look at event planning, memberships, and support of library staff.
- During the *Friends of the Library week*, they received new members while manning a table at the library.

3. **00:11:14** Final October Financial Report- Dugan

- Questions were taken from the written report.
- Review of the 4020 cash balance.

- Discussion of the 4029 account.

Public comments received.

00:24:55 Moved by Cuthbertson “that we accept the October Financial Report as presented.”

Seconded by Adams

Motion passed unanimously

4. **00:25:12 Director’s Report-** Dugan

- Dugan reviewed and took questions on the written report included in the packet.
- Community monthly tours opened up to the public.
- On 1/9 Dugan hopes to attend the legislative evening assembly on Library Legislation.
- There was a well appreciated all staff off-campus training day on 12/2, which two Trustees attended and was financially supported by the Library Foundation.
- A \$2,000 grant was received from the Rotary towards a scanner for the Makerspace in the BF Library.

E. APPROVAL OF MINUTES:

1. **00:32:22 Regular Board Meeting, October 24th, 2024**

00:32:20 Moved by Adams “to approve the October 24th Board meeting minutes as corrected.”

Seconded by Wheeler

Motion passed unanimously

2. **00:33:44 Facilities Committee Work Session, November 6th, 2024**

00:33:53 Moved by Roedel “to approve the November 6th Facilities Committee work session meeting minutes as corrected.”

Seconded by Wheeler

Motion passed unanimously

3. **00:34:35 Policy Committee Work Session, November 7th, 2024**

00:34:42 Moved by Cuthbertson “to approve the Policy Committee work session minutes as corrected.”

Seconded by Ingram

Motion passed unanimously

F. UNFINISHED BUSINESS:

1. **0:36:15 Facilities Committee Report-** Cuthbertson, Wheeler

- The Facilities Committee shared that the purpose of the Resolution put together by the Facilities Committee is to have a document that expresses the full boards support of a new Flathead County Branch Library.

- Discussed the Flathead County Library Resolution and ending of the Library's lease with the School District in 2033.
- Wheeler discussed meeting with the County Commissioners and the County Administrator in regard to their support of a plan for a new library.
- *Letter of Intent* from SHOP Development was discussed. Wendy Brown, realtor, will discuss further at the facilities meeting on 12/18 and at the January regular Board meeting.
- Dugan discussed the Kalispell Library's current facility challenges and needs.
- Dugan stated that Otis Elevator has given the library a warning of the difficulty of obtaining parts for the elevator and that the elevator is not sustainable into the near future. A new elevator estimate is approximately \$125,000.
- Trustees discussed CIP funds.

Public Comment received.

- The Resolution was read to the Public as it was added to the packet late.

Further Public Comments received.

2. **01:09:33** Policy Committee Report- Wheeler, Ingram

- The policy committee met last month and worked on the *Confidentiality Policy*.
- The *Computer Use, Library Service times*, and possibly the *Library Programming Policy* is scheduled for review next.
- Next Policy Committee work session scheduled for January 7th at 11 am.

3. **01:10:46** Public Relations Committee Report- Roedel, Cuthbertson

- Public Relations Committee recommends that the Board moves forward for a vote on the Logo.
- One final Logo design package is presented and discussed.

01:16:00 Moved by Cuthbertson “to approve the SnowGhost Logo design as presented.”

Seconded by Adams

Public Comment received.

Further discussion by Trustees.

- Trustees would like to see if the packet could include complementary colors from original color packet.

Further discussion by Trustees.

01:23:00 Amended Motion moved by Cuthbertson “to approve the Snow Ghost Logo design subject to receiving the entire packet with complementary colors.”

Motion passed unanimously

01:23:22 Further Public Relations Committee Trustee discussion:

- Cuthbertson reported on possible Library Survey/Needs Assessments that could be completed by either *Library Strategies* or *Rethinking Libraries*.
- Discussion whether a professional Library survey is the best use of funds.
- Discussion whether enough data could be collected on the usage and needs of the Library through the State Library data system, the staff Librarians, as well as through questionnaires given out after Library tours.
- Trustees discussion over garnering information from the community over their needs for a Library as well as a publicity campaign.
- Possibility of a website upgrade with embedded questions was mentioned.

Public Comment received.

01:54:00 Moved by Cuthbertson “that we do not engage a survey consultant at this time.”

Seconded by Adams

Further discussion by Trustees

Public Comment received.

Motion is withdrawn

Public Comment received.

10:53-10:58- Five Minute break

Public Comment received.

Further discussion by Trustees

4. **1:58:00 Personnel Committee Report- Roedel, Adams**
 - Dugan explained *the Fair Labor Standards Act Exemption* for exempt employees.
 - Threshold salary for exempt employees being \$58,685/yr. to be an exempt employee.
 - Discussion by Trustees.
5. **02:01:00 Finance Committee Report- Ingram, Adams**
 - FY26 Budget Process begins in January.
 - Ingram reminded Trustees to start thinking about the FY26 budget and any CIP projects or Sidebars Trustees might be considering.
 - Final won't be until March or April of 2025.

G. NEW BUSINESS:

1. **02:02:29 December 24th Christmas Eve Early Closure**
 - Request to approve closing all library locations at 3pm on December 24th, 2024.

02:03:00 Moved by Adams “to approve closing all library locations at 3pm on December 24th, 2024.”

Seconded by Cuthbertson

Motion passes unanimously

2. **02:03:40** Confidentiality Policy

- Trustees looked over Confidentiality Policy revisions.

02:04:28 Moved by Wheeler “to approve the Confidentiality Policy.”

Seconded by Cuthbertson

Further discussion by Trustees

Public Comment received.

Motion passes unanimously

- Trustee noticed that change is needed of wording from “adopted” to “revised” in the policy.

02:09:32 Amended Motion moved by Cuthbertson “that we change the word ‘adopted’ at the bottom of the policy to ‘revised.’”

Seconded by Wheeler

Motion passes unanimously

3. **02:10:03** Strategic Plan Development

- Trustees discussed the Strategic Plan Framework report.
- Clarification made that this is a working document of Framework for a Strategic Plan looking at teen engagement and improving the senior readers’ experience with a focus on creating a welcoming space, literacy and lifelong learning, and a connection within our community and beyond.
- Discussion of setting goals and actionable steps in the Strategic Plan.

02:20:00 Moved by Cuthbertson “to direct Dugan to take the notes from our discussion with Tracy Cook and Cara to direct the staff on what their focus should be for the next two years.”

Seconded by Roedel

Further discussion by Trustees.

- Discussion made to stay with the old Strategic Plan and develop a new document with areas of focus.

Public Comment received.

Further discussion by Trustees.

Cuthbertson withdrew the motion.

02:38:00 Moved by Roedel “that the Director and staff create a Strategic Plan using the parameters from the working document that was presented after the Trustees retreat and bring it back to the Board for approval.”

Seconded by Adams

02:38:30 Friendly amendment by Cuthbertson “that we use from our old Strategic Plan the Framework: creating a welcoming space, literacy and lifelong learning, and a connection within our community and beyond.”

- Discussion whether an amendment needs to be made for this, or if Dugan can just take this direction to the staff. A decision was made to use this information as direction rather than making another amendment.

Cuthbertson withdraws the amendment.

Motion passes unanimously

4. **02:41:30** Foundation MOU Development
- Discussion over the need for an MOU with the Library Foundation.
 - After speaking with the County Attorney, Ingram believes there is not a need for an MOU at the moment.
 - Discussion that it would be helpful for a working relationship and even more so when the FCL gets to a capital campaign.
 - The MOU is left in the discussion mode at this time.

Public Comment received.

5. **02:45:40** Contribution to future facilities fund for Kalispell for County match.
- Discussion by Trustees whether this fund should be moved at this time.
- 02:47:08 Moved by Wheeler** “to transfer \$105,000 to the 4029 account with the County as a matching fund.”

Seconded by Roedel

Public Comment received.

Further discussion made by Trustees

Wheeler withdraws the motion.

- Trustees discuss the need to look at when the funds will be needed and date of the deadline for matching funds from the County.
- Facilities committee will find out at the 12/18 work session any preliminary work SHOP development has completed on the land.
- Further discussion about the possible need for a survey of the property.

H. 03:03:30 Closed Executive Session

- Closed at 12:11 pm to discuss FSLA Exemption Threshold changes taking place on January 1st, 2025.
- Session reopens at 12:28 pm for action on FSLA Exemption Threshold Compliance.

03:03:30 Moved by Adams “to approve the updated job description for Children’s Services Librarian as corrected.”

Seconded by Ingram

Motion passes unanimously

Moved by Cuthbertson “to approve the updated job description for Adult Services Librarian as corrected.”

Seconded by Ingram

Motion passes unanimously

Moved by Ingram “to approve the updated job description for Library Branch Manager as corrected.”

Seconded by Adams

Motion passes unanimously

Moved by Roedel “to approve the updated job description for Collection Services Librarian as corrected.”

Seconded by Cuthbertson

Motion passes unanimously

Moved by Wheeler “to approve the updated job description for Teen Services Librarian as corrected.”

Seconded by Adams

Motion passes unanimously

Moved by Ingram “to approve the updated job description for Public Services Librarian as corrected.”

Seconded by Cuthbertson

Motion passes unanimously

Moved by Adams “to approve the updated job description for Outreach Librarian with as corrected.”

Seconded by Wheeler

Motion passes unanimously

Moved by Roedel “to approve the updated job description for Library Technology Administrator as corrected.”

Seconded by Wheeler

Motion passes unanimously

Moved by Ingram “to approve the updated job description for Library Materials Handler as corrected.”

Seconded by Wheeler

Motion passes unanimously

Moved by Cuthbertson “to approve the updated job description for Library Courier as corrected.”

Seconded by Adams

Motion passes unanimously

I. 03:06:38 HOUSEKEEPING:
Trustee Comments: None Given

J. ADJOURN: Meeting adjourned at 12:31 pm
RECONVENE at 12:33 pm to discuss and set date for next meeting.
Next Regular Meeting Thursday, January 16th at 9:00 am, Tentatively at the South Campus Conference Room, 40 11th Street W. in Kalispell.
ADJOURN: Meeting adjourned at 12:35 pm