

**LIBRARY TRUSTEE FACILITIES COMMITTEE  
WORK SESSION  
MONDAY, JANUARY 6TH, 2025 11:00 AM  
ONLINE ZOOM  
MEETING MINUTES**

**A. Call to Order**

Trustee Cuthbertson called the meeting to order at 11:01 am.  
Members Present: Carmen Cuthbertson, Jane Wheeler,  
(Staff) Teri Dugan, Rhonda Hawkins, (Realtor) Wendy Brown,  
(Foundation) Sara Busse, Sharon Furlong, Erica Wirtala

Public Members Present: Margaret Davis, Valeri McGarvey

**B. Discussion of *Capital Campaign Agreement* with the ImagineIf Library Foundation.**

- Decision was made to name the document with the ImagineIf Library Foundation a *Capital Campaign Agreement* rather than an *MOU*.
- Discussed draft of a *Capital Campaign Agreement*.
- Discussion over securing the purchase of the land.
- Discussion over the fundraising aspects in the Agreement.
- The draft will be looked at by the whole Board at the next Board meeting on 1/16/25.

**C. Discussion of Property**

- Brown reported that the clarification of the *Letter of Intent* from SHOP Development has not been received back as of yet.
- Brown has asked Daniel Fuller from SHOP Development to be present at the 1/16<sup>th</sup> Board meeting via Zoom.
- Discussion of Phase 1 completion on the property, need for a Geotech study, a survey, and future appraisal with or without the Easement.
- Cuthbertson requested a scale drawing of the property with the Easement to present to the whole Board at the 1/16 Board meeting.
- Mentioning of the *Resolution* document demonstrating the commitment of the Library Board to proceed with a new Kalispell Branch Library, which will be presented to the whole Board at the next Board meeting on 1/16.
- Wheeler reported meeting with County Administrators where Community Development Block grants, insurance, and the commitment of a new library were discussed.

**D. Public Comment**

- Ownership of property/land has not been secured at this point.
- Discussion of community involvement in the phases of the *Capital Campaign Agreement*.

**E. Adjourn** Meeting adjourned at 12:30 pm