

**Flathead County Library Board of Trustees Meeting
Thursday, January 16th, 2025, 9:00 am
Flathead County Library Meeting Room
MEETING MINUTES TIME LOG**

IN ATTENDANCE: (Board) - Carmen Cuthbertson via Zoom, Doug Adams, Jane Wheeler, Heidi Roedel, David Ingram; (Staff) - Teri Dugan, Rhonda Hawkins, Tony Edmundson; (Library Foundation)- Sara Busse; (Realtor)- Wendy Brown

PUBLIC PRESENT: Valeri McGarvey, Erica Wirtala, Ken Fielder, Chany Ockert, Sue Bodurtho, Lily Kirsanow, Margaret Davis, Mellissa Wood, Daniel Fuller.

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.

Chany Ockert
Mellissa Wood

D. REPORTS:

1. **00:06:56** Library Foundation Report- Sara Busse

- In December the Foundation hosted their first annual *Dream Big* work session with the library leadership team and brainstormed ideas for the library and possible funding for items from the Foundation.
- Foundation Director and Library Director attended the Montana Library Association's lobby day on January 9th in Helena.
- The Library Foundation Board will be holding a strategic planning session with an outside facilitator on January 21st. The Library Director, Library Board Chair, and a Friends of the Library representative will also be present.
- The Foundation Board's strategic plan will be shared with the Library no later than June 30th, 2025.

2. **00:11:33** Flathead County Friends of the Library Report-Mellissa Wood

- The Flathead County Friends of the Library will be meeting today to discuss upcoming yearly plans.
- A count of the number of members is being obtained to report at the next meeting.

3. **00:12:25** Final November and December FY25 Financial Report- Dugan
 - Questions were taken from the written report and discussed.

No Public comment given.

00:21:44 Moved by Wheeler “that we accept the November and December Financial Reports as presented.”

Seconded by Adams

Motion passed unanimously

4. **00:22:21** Director’s Report- Dugan
 - A) Security Update- Tony Edmundson
 - Discussed current security measures taken, use of *Alert Security*, and the benefit of adding additional security cameras.
 - B) Director’s Reports- Dugan
 - Progress was given on the name change to Flathead County Library.
 - Trustees discussed the main sign that is in the front of the Library.

00:34:45 Moved by Cuthbertson “that we abandon the sign and replace the two awnings with our Logo on the two awnings.”

Seconded by Roedel

 - Further discussion by Trustees as to the main sign in the front of the Library and the awnings.

00:38:15 Moved by Wheeler “to table the current motion.”

Seconded by Adams

Motion passed to table the motion passed unanimously.

 - Trustees asked that the Director find more information as to the main sign and awnings.
 - Progress update given on Strategic Planning.

No Public comment given.

E. APPROVAL OF MINUTES:

1. **00:43:57** Facilities Committee Work Session, November 26th, 2024
00:44:10 Moved by Wheeler “to approve the November 26th Facilities Committee work session meeting minutes as presented.”
Seconded by Adams
Motion passed unanimously
No Public comment given.
2. **00:44:40** Public Relations Committee Work Session, November 27th, 2024
00:44:49 Moved by Adams “to approve the November 27th Public Relations Committee session meeting minutes as presented.”
Seconded by Wheeler
Motion passed unanimously
Public comment given.

3. **00:48:03** Regular Board Meeting, December 5th, 2024
00:48:11 Moved by Wheeler “to approve the December 5th Board meeting minutes as corrected.”
Seconded by Adams
 - Typo on page 5 to be corrected.**Motion passed unanimously**
No Public comment given.
4. **00:49:52** Facilities Committee Work Session, December 18th, 2024
00:49:59 Moved by Adams “to approve the December 18th Facilities Committee work session meeting minutes as presented.”
Seconded by Roedel
Motion passed unanimously
No Public comment given.

F. UNFINISHED BUSINESS:

1. **0:50:49** Budget Committee Update- Ingram, Adams
 - Budget Committee meeting to discuss the FY26 budget will be on 2/6/2025 at 11 am at the Kalispell Library Meeting Room.
 - CIP projects for FY26 will be discussed at the meeting.**No Public comment given.**
2. **0:53:03** Facilities Committee Report- Cuthbertson, Wheeler
 - *Flathead County Library Resolution* was discussed.**00:53:42 Moved by Wheeler** “to accept the *Flathead County Library Resolution* regarding the main Branch in Kalispell.”
Seconded by Roedel
 - The Resolution is a document that states the Trustees plan of moving forward for a new public library.**Public comment given.**
Motion passed unanimously
 - Draft of the *Capital Campaign Agreement* was discussed by Trustees.**00:57:25 Moved by Wheeler** “that we forward our draft of the agreement to the Foundation for their consideration.”
Seconded by Adams
 - Further discussion by Trustees of possible changes in the *Agreement* and whether to send it back to the Facilities Committee to work on it at their next meeting.**Public Comment received.**
01:02:00 Moved by Wheeler “that we table the motion and send the *Capital Campaign Agreement* back to the Facilities Committee.”
Seconded by Roedel
 - Further discussion by Trustees to send it back to the Facilities Committee to work on it at their next meeting.

Public comment given.

- Next Facilities Meeting scheduled for 2/25 at 10 am in the Library Meeting Room.

Motion passed unanimously to table the motion.

3. **01:11:00** *Letter of Intent* from SHOP Development Discussion - Cuthbertson, Wheeler

- ***This is on the Agenda under G. 4. New Business. Due to a previously scheduled Zoom meeting with Daniel Fuller, the discussion was earlier on the Agenda than intended.
- Daniel Fuller via Zoom from *SHOP Development* was introduced.
- *Letter of Intent*, timeline parameters, due diligence, working in good faith, and right of first offer were discussed with Fuller.
- Common Area Maintenance (CAM) fees were discussed.
- Trustees discussed the easement, earnest money, insurance costs, surveys, a Geo Tech. study, County requirements for purchase of a property, and appraised value of property with Brown (Realtor).

01:50:40 Moved by Roedel ‘that after confirmation with the County of what the rules are to purchase land, that we authorize realtor Wendy Brown to create a *Letter of Intent* for Trustee Chair Dave Ingram to sign, and then the Trustees would order an appraisal.’

Seconded by Adams

No Public comment given.

Motion passed unanimously

- Further discussion by Trustees in regard to the process, survey, and expenses.
- Facilities Committee is working on an update of the *Flathead County Library Master Plan* and hope to have a draft at the next meeting on 2/25/2025.

4. **02:00:00** Public Relations Committee Report- Roedel, Cuthbertson

- Did not meet this month.
- Minutes from 11/27/2024 state what has been addressed.

No Public comment given.

5. **2:01:00** Policy Committee Report- Wheeler, Ingram

- *Computer Use Policy* and *Hours of Service Policy* were updated.
- *Board Powers and Duties*, *Service Locations*, and *Library Programs* will be worked on at the next Policy Committee work session.

Public comment given.

- Further discussion by Trustees as to Library hours.

6. **2:03:04** Personnel Committee Report- Roedel, Adams

- Discussed the Exemption Threshold Change being vacated by the Court.
- Trustees discussed non-exempt and exempt positions.

- Discussed wording in the Children’s Librarian and Adult Services Librarian job descriptions.

02:05:23 Moved by Adams “to approve the job description returning to its original status of exempt for the Children’s Services Librarian job description with the eleventh bullet point on page one under **Essential Functions** to state ‘Maintains current knowledge of trends and developments in the fields of information literacy and early literacy.’”

Seconded by Roedel

Motion passes unanimously

Moved by Wheeler “to approve the job description returning to its original status of exempt for the Library Branch Manager job description.”

Seconded by Adams

Motion passes unanimously

- Further discussion by Trustees of specific wording in the Adult Services Librarian job description.

Moved by Cuthbertson “to approve the job description returning to its original status of exempt for the Adult Services Librarian job description with the twelfth bullet point on page one under **Essential Functions** to state ‘Maintains current knowledge of trends and developments in the fields of information literacy and early literacy.’ As well as the first bullet point on page 2 under **Knowledge, Skills, and Abilities** to take out some wording and to state ‘Knowledge of standard public library theories and principles, including methods of excellent customer service and access to services.’”

Seconded by Adams

Motion passes unanimously

G. NEW BUSINESS:

1. **02:11:00** Honore Bray Consulting Contract Draft and Approval- Dugan
 - Trustees looked at the draft and discussed wording, Pro bono, insurance needed, and the cost of a consultant.

02:11:30 Moved by Adams “to approve the Consulting Contract with the change in #2 stating ‘to facilitate 1-3 sessions’ and wording for the cost to be \$1500/session TBD.”

Seconded by Cuthbertson

Further discussion by Trustees

Motion passes unanimously

2. **02:47:06** *Computer Use Policy* Approval- Ingram, Wheeler

- Trustees looked over *Computer Use Policy* revisions.

02:47:00 Moved by Wheeler “to approve the *Technology Use Policy* as amended.”

Seconded by Roedel

- The *Computer Use Policy* is now called the *Technology Use Policy*.
- “Children’s” will be added in the last bullet point of section two.

Motion passes unanimously

3. **02:48:46** *Hours of Service Policy* Approval- Ingram, Wheeler

- Trustees looked over the *Hours of Service Policy* revisions.

02:49:00 Moved by Wheeler “to approve the *Hours of Service Policy* as corrected.”

Seconded by Ingram

- Typo noted in the last bullet point.

Public comment given.

Motion passes unanimously

Further discussion by Trustees.

4. **02:52:00** Letter of Intent from SHOP Development. (Due to a previously scheduled Zoom meeting with Daniel Fuller, the discussion was earlier on the Agenda than intended.)
5. **02:52:00** Plan for the forming of a new website for reference to Trustees submitted.

H. 02:52:50 HOUSEKEEPING:

Discussed Training Opportunities for Trustees-

Flathead County Board Training- February 5, 1-5pm, Earl Bennett Building
Montana Library Association Conference March 26-29, 2025, Bozeman, MT.
Tamarack Federation Spring Meeting- April 25-26, Polson Library

02:53:00 Comments from Trustees- Cuthbertson, Roedel, Ingram

Next regular meeting, February 27th, 2025, 9am, at the South Campus Conference Room, 40 11th Street W. in Kalispell.

I. ADJOURN: Meeting adjourned at 11:56 am