

**Flathead County Library Board of Trustees Meeting  
Thursday, February 27th, 2025, 9:00 am  
Flathead County Library Meeting Room  
MEETING MINUTES TIME LOG**

**IN ATTENDANCE:** (Board) - Carmen Cuthbertson, Doug Adams, Jane Wheeler, Heidi Roedel, David Ingram; (Staff) - Teri Dugan, Rhonda Hawkins; (Realtor)- Wendy Brown

**PUBLIC PRESENT:** Valeri McGarvey, Mellissa Wood, Sharon Furlong, (Daily Interlake)- Kate Heston.

**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. **00:04:40** Flathead Library Foundation Report- Written report from Sara Busse
  - Officially changed their name and Logo to *Flathead Library Foundation*.
  - The Library Foundation Board held a strategic planning session on January 21<sup>st</sup>. The Foundation is awaiting the Library's commitment to a new facility.
  - The next installment of \$10,000 of their \$40,000 to the Library grant will be made at the end of March.
  - The Foundation is in the middle of their Business Campaign and are planning for National Library Week and Library Giving Day.
  - During Nat. Library Week the Foundation will be sponsoring "Story Concerts" at each of the branches between April 7-12.
2. **00:05:12** Flathead County Friends of the Library Report-Mellissa Wood
  - The Friends currently have 65 members and are working on adding 10 more to their membership count.
  - During National Library Week 4/7-4/12, the Friends will be hosting a card table at each location and supply treats to staff.
3. **00:07:13** January FY25 Financial Report- Dugan
  - Questions were taken from the written report and discussed.

**No Public comment given.**

**00:18:01 Moved by Roedel** "that we accept the January Financial Report as presented."

**Seconded by Cuthbertson**

**Motion passed unanimously**

4. **00:18:28** Director's Report- Dugan
  - Discussed Kalispell Library facility issues.
  - Discussed speaking with the Kalispell School District about shared expenses on the building.
  - Trustees discussed hours of the Library.**Public comment given.**

#### **E. APPROVAL OF MINUTES:**

1. **00:36:10** Regular Board Meeting, January 16<sup>th</sup>, 2025  
**00:36:14 Moved by Adams** "to approve the January 16<sup>th</sup> Board meeting minutes as presented."  
**Seconded by Cuthbertson**  
**Motion passed unanimously**  
**No Public comment given.**
2. **00:37:08** Facilities Committee Work Session, January 6<sup>th</sup>, 2025  
**00:37:12 Moved by Wheeler** "to approve the January 6<sup>th</sup>, 2025 Facilities Committee work session minutes as presented."  
**Seconded by Adams**  
**Motion passed unanimously**  
**Public comment given.**
3. **00:37:45** Policy Committee Work Session, January 7<sup>th</sup>, 2025  
**00:37:48 Moved by Wheeler** "to approve the January 7<sup>th</sup> Policy Committee work session minutes as presented."  
**Seconded by Cuthbertson**  
**Motion passed unanimously**  
**No Public comment given.**
4. **00:37:16** Budget Committee Work Session, February 6<sup>th</sup>, 2025  
**00:38:21 Moved by Adams** "to approve the February 6<sup>th</sup> Budget Committee work session minutes as presented."  
**Seconded by Roedel**  
**Motion passed unanimously**  
**No Public comment given.**
5. **00:38:41** Policy Committee Work Session, February 12<sup>th</sup>, 2025  
**00:38:47 Moved by Wheeler** "to approve the February 12<sup>th</sup> Budget Committee work session minutes as presented."  
**Seconded by Cuthbertson**  
**Motion passed unanimously**  
**No Public comment given.**

#### **F. COMMITTEE REPORTS:**

1. **00:39:22** Finance Committee Update- Ingram, Adams
  - Trustees discussed preliminary FY26 Budget.
  - Discussed Sidebar requests, which are due in April.
  - Trustees are awaiting COLA amounts from the County to place into the budget.**No Public comment given.**

2. **0:51:04** Personnel Committee Report- Roedel, Adams
  - Library Director's yearly evaluation is due by April.**No Public comment given.**
3. **00:52:38** Public Relations Committee Report- Roedel, Cuthbertson
  - Website Research Updates: Director is looking at 3 companies and working on obtaining quotes from each.
  - Discussed Strategic Plan Updates: Director will finish working on a draft and submit to Trustees for further discussion.
  - Next PR Committee work session on 3/21 at 1:30 pm in the Library Meeting Room.**No Public comment given.**
4. **00:56:30** Policy Committee Report- Ingram, Wheeler
  - Policy Committee worked on the *Hours of Service and Locations*, *Library Board Powers and Duties*, and the *Library Programs Policies* and were updated.
  - The *Fair Treatment* and *Social Media Communication Policies* will be worked on at the next meeting on 3/12 at 1pm in the Library Meeting Room.**No Public comment given.**
5. **00:58:27** Facilities Committee Report- Cuthbertson, Wheeler
  - Working on updating the Facilities Plan.
  - Discussion over location for a future Kalispell Library, a possible *Capital Campaign Agreement* with the Flathead Library Foundation, and a *Letter of Intent* with SHOP Development.
  - Next Facilities work session is on 3/12<sup>th</sup> at 10:30 am in the Library Meeting Room.**Public comment given.**

#### **G. UNFINISHED BUSINESS:**

1. **01:02:30** *Capital Campaign Agreement* with the Flathead Library Foundation- Cuthbertson, Wheeler
  - Trustees reported a productive last meeting going over the CC Agreement.
  - A discussion of some of the wording in the agreement was discussed.
  - Minor word modifications on the agreement were made.**Public comment given**  
**01:35:30 Moved by** Adams "to approve the Capital Campaign Agreement as modified."  
**Seconded by Cuthbertson**  
**Motion passes unanimously**
2. **01:37:00** Sign Options for Kalispell Location- Trustees
  - Trustees discussed the removal/replacement of the ImagineIf sign in the front of Kalispell Library being \$4,000 for a new sign and \$1,000 just for removal of the sign.

- Discussion about other possibilities of replacing the current logo and letters on the sign.
- Trustees discussed replacement of the awnings over the two doors of the Kalispell Library.
- Discussed replacement cost for new awnings and the number of years of life left in the awnings.
- Discussion was made over the possibility of a sign going into the Bigfork parking lot the with the new logo design.

**Public comment given**

**01:48:30 Moved by Cuthbertson** "that we get more bids for the awnings."

**Seconded by Adams**

**Motion passes unanimously**

#### **H. NEW BUSINESS:**

1. **01:49:10** Shop Development *Letter of Intent*- Ingram
  - Trustees discussed the offer amount to SHOP Development for the purchase price of property.
  - Discussed corrections.

**Public comment given**

**01:57:00 Moved by Wheeler** "to sign the Letter of Intent w/corrections as noted."

**Seconded by Cuthbertson**

**Motion passes unanimously**

- Press Release discussion by Trustees

**Public comment given**

2. **02:13:58** Leave Without Pay Approval- Dugan
  - Director seeking approval for 35.25 hours of leave without pay for a Library Advisor.

**02:15:00 Moved by Wheeler** "to approve the LWOP for 35.25 hours for this Library Advisor."

**Seconded by Adams**

**Motion passes unanimously**

3. **02:15:41** After Hours Program Approval- Dugan
  - Discussion to hold a library program in Columbia Falls and Bigfork from 6-7:30pm on April 8<sup>th</sup> and April 9<sup>th</sup>, 2025.
  - The Library would be partnering with Flathead Story Concerts in a family friendly event.
  - The programming would require no extra pay for staff.
  - Discussion made of the Board to review the story tellers prior to the event.

**02:18:43 Moved by Cuthbertson** "to approve the after-hours program for 4/8 and 4/9 pending Board approval of story tellers."

**Seconded by Adams**

**Motion passes 4 to 1 w/Wheeler in dissent.**

4. **02:20:38** FY26 Proposed Budget
  - Trustees discussed various line items on the proposed FY26 budget.
  - Trustees are waiting on the COLA adjustments of wages from the County.

**02:28:48 Moved by Cuthbertson** "to approve the preliminary FY26 Budget to present to the County."

**Seconded by Roedel**

**Motion passes unanimously**

5. **02:29:00** Library Programs Policy

- Trustees reviewed and discussed the updated *Library Programs Policy*.

**02:29:40 Moved by Roedel** "to table the *Library Programs Policy* until after the Strategic Plan is completed for the May meeting."

**Seconded by Adams**

**Motion tabled unanimously**

6. **02:42:12** Hours and Service Locations Policy

- Trustees reviewed and discussed the updated *Hours and Service Locations Policy*.

**02:44:40 Moved by Wheeler** "to approve the *Hours and Service Locations Policy*."

**Seconded by Cuthbertson**

**Motion passes unanimously**

7. **02:45:13** Board Powers and Duties Policy

- Trustees reviewed and discussed the updated *Board Powers and Duties Policy*.
- Discussion of adding a link of the Montana Code Annotated 22-1-309 into the policy.

**02:47:57 Moved by Adams** "to approve the *Board Powers and Duties Policy* with an addition of an added link to the current Montana Code Annotated 22-1-309 within the policy."

**Seconded by Wheeler**

**Motion passes unanimously**

**I. HOUSEKEEPING:**

**02:48:00 Comments from Trustees-** Cuthbertson, Wheeler, Adams  
**Next regular meeting,** March 27th, 2025, 9am, at the Bert and Kari Arnlund Community Room, Bigfork County Library.

**Policy Committee Work Session, March 12<sup>th</sup>, 1 pm, Library Meeting Room, Kalispell.**

**J. ADJOURN:** Meeting adjourned at 11:55 am.