

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

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

**PUBLIC PRESENT:** Mellissa Wood, (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-** No flag as of yet in the BF library, therefore, no pledge given.
- C. OPEN TIME FOR PERSONS TO ADDRESS THE BOARD ON MATTERS WITHIN THE BOARD’S JURISDICTION.**

None given.

**D. REPORTS:**

1. **00:02:05** Flathead Library Foundation Report- Written report from Sara Busse
  - The Foundation is in the middle of their Business Campaign and are preparing 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.
  - Busse met last night with the Foundation and looked over the Capital Campaign Agreement with the Library Board as well as the LOI from Parkline Development.
2. **00:3:33** Flathead County Friends of the Library Report-Mellissa Wood
  - During National Library Week 4/7-4/12, the Friends will be hosting a thank you card table at each location and supply treats to staff.
  - Book sale scheduled for September 19-21<sup>st</sup> at the Kalispell Center Mall where they will be looking at accepting credit cards this year.
3. **00:04:42** February FY25 Financial Report- Dugan
  - Questions were taken from the written report and discussed.

**No Public comment given.**

**00:12:50 Moved by Adams** “that we accept the February Financial Report as presented.”

**Seconded by Roedel**

**Motion passed unanimously**

4. **00:13:21** Director's Report- Dugan

- Director has been getting out into the community talking to people, connecting with librarians locally and in the State, as well as attending Chamber of Commerce meetings.
- The County has new budget software, which the director has been utilizing to complete the FY26 budget.
- On 6/2 there will be an all staff day training facilitated by staff from the State Library as well as a training with Summit Fire and Safety.
- Update on Bigfork parking: Box Foundation is working with the Library Foundation to provide funding for the paving of the parking lot.
- MLA conference is in Bozeman this week. Two employees are attending this conference this year.
- Stats for Holds pickups for Lakeside and Marion are now being included in reports. As there is not a lot of activity for holds pickups in Marion, it will be monitored and reviewed in the upcoming year.

**No Public comment given.**

**E. APPROVAL OF MINUTES:**

1. **00:16:51** Regular Board Meeting, February 27<sup>th</sup>, 2025
  - Discussion over correction needed in E.5- Approval of Minutes**00:17:40 Moved by Wheeler** "to approve the February 27<sup>th</sup> Board meeting minutes as corrected."  
**Seconded by**  
**Motion passed unanimously**  
**No Public comment given.**
2. **00:18:13** Budget Committee Work Session, February 21<sup>st</sup>, 2025  
**00:18:20 Moved by Adams** "to approve the February 21<sup>st</sup>, 2025 Budget Committee work session minutes as presented."  
**Seconded by Wheeler**  
**Motion passed unanimously**  
**No Public comment given.**
3. **00:18:52** PR Committee Work Session, February 21<sup>st</sup>, 2025  
**00:19:01 Moved by Adams** "to approve the February 21<sup>st</sup> PR Committee work session minutes as presented."  
**Seconded by Roedel**  
**Motion passed unanimously**  
**No Public comment given.**
4. **00:19:25** Facilities Committee Work Session, February 25<sup>th</sup>, 2025  
**00:19:40 Moved by Wheeler** "to approve the February 25<sup>th</sup> Facilities Committee work session minutes as presented."  
**Seconded by Roedel**  
**Motion passed unanimously**  
**No Public comment given.**

5. **00:20:04** Facilities Committee Work Session, March 12<sup>th</sup>, 2025  
**00:20:15 Moved by Wheeler** "to approve the March 12<sup>th</sup> Facilities Committee work session minutes as presented."  
**Seconded by Roedel**  
**Motion passed unanimously**  
**No Public comment given.**
6. **00:20:40** Policy Committee Work Session, March 12<sup>th</sup>, 2025  
**00:20:49 Moved by Adams** "to approve the March 12<sup>th</sup> Policy Committee work session minutes as presented."  
**Seconded by Wheeler**  
**Motion passed unanimously**  
**No Public comment given.**

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

1. **00:21:13** Finance Committee Update- Ingram, Adams
  - Administrative Review- 4/8, 3pm with the County Administrator and the County Finance Director.
  - The Finance Committee Trustees will review the budget going line by line and present a preliminary budget to the County Administrator and the Finance Director.
  - IMLS Funding Updates- The Library has 3 federally funded sources and have been told that current funding for these 3 are not in jeopardy.

**No Public comment given.**

2. **00:24:40** Personnel Committee Report- Roedel, Adams
  - Annual Director Evaluation Update: Trustees asked that the Director submit a self-evaluation to the Personnel Committee- after reviewing- the Personnel Committee will complete a review with the Director, and the evaluation will then be submitted to the Trustees at the April meeting.

**No Public comment given.**

3. **00:27:58** Public Relations Committee Report- Roedel, Cuthbertson
  - Website Research Updates: 3 proposals have been submitted with 1 more still coming in.
  - Discussed Strategic Plan Updates: Working on the draft at this time with a meeting scheduled with the Library Leadership Team to work on the draft to submit to the Trustees.

**No Public comment given.**

4. **00:29:25** Policy Committee Report- Ingram, Wheeler
  - The *Fair Treatment* and *Social Media Communication* Policies updated.
  - *Public Participation Guidelines* were developed.

- Next up: *Library Accessibility & Photography and Videotaping*
- Discussed Bylaws and newspaper designation.

**No Public comment given.**

5. **00:31:36** Facilities Committee Report- Cuthbertson, Wheeler

- Updated *Facilities Master Plan 2025* was reviewed and discussed.

**00:32:35 Moved by Adams** "to approve *Facilities Master Plan 2025*."

**Seconded by Roedel**

**Motion passes unanimously**

**No Public comment given.**

- Trustees discussed establishing a *Steering Committee* charged with facilitating the purchase of property for the new Kalispell library.
- Discussion took place in regard to committee members, purpose of the committee, and its focus.
- Decision made for the Facilities Committee to determine a more concise purpose and focus for the Steering Committee and bring that to the next Board meeting.

**Public comments given.**

- Kalispell Library Renderings: The Director and the Facilities Committee met with *Cushing Terrell* on March 14<sup>th</sup> to discuss the possibility of creating a preliminary concept drawing of a new Kalispell public library. Requested drawings to be completed by May 1<sup>st</sup>.
- Discussion by Trustees as to the expense of conceptual drawings.

**Public comments given.**

**00:55:35 Moved by Adams** "that we authorize the Facilities Committee to enter the Board into an agreement with *Cushing Terrell* in association with Parkline Properties for an amount up to \$5,000 for conceptual drawings to be used for promotion."

**Seconded by Wheeler**

**Motion passes unanimously**

**Public comment given.**

- The Facilities Committee met with FVCC's Chief Development Officer, Tagen Vine, and was offered encouragement and advice. The committee would like the whole Board to pursue educational opportunities in Capital Campaign practice.
- Discussed possibilities of a consultant working with the Board on some Capital Campaign training funded by the Library Foundation.
- The Committee is still in the process of investigating *Intercap Loans*.
- On April 8<sup>th</sup> Honore Bray will meet with the Library Leadership Team for a 2<sup>nd</sup> meeting to work on a Building Program.
- Next Facilities Committee work session is on April 15<sup>th</sup> at 2:15 pm.
- Discussion of *Letter of Intent* from Parkline Development delayed until Realtor Wendy Brown arrives.

**No Public comment given.**

## **G. UNFINISHED BUSINESS:**

1. **01:04:44** *Capital Campaign Agreement* with the Flathead Library Foundation- Cuthbertson, Wheeler
  - Trustees looked over the draft agreement.

**01:06:00** *Capital Campaign Agreement* with the Flathead Library Foundation- Audio paused momentarily for Trustees to review the agreement.

- 01:09:00** *Capital Campaign Agreement* with the Flathead Library Foundation
- Discussion of keeping the agreement with phases of the property, and taking out and adding language to the agreement.

### **Public comment given**

**01:27:32 Moved by Adams** "to accept the *Capital Campaign Agreement* between the Library and the Foundation as amended this morning for Chair signature and returned to the Foundation."

### **Seconded by Wheeler**

### **Public comments given.**

**Motion passes 3 to 2 with Cuthbertson and Roedel in dissent.**

2. **01:33:11** FY26 Sidebar Request- Trustees
  - Trustees discussed the list of previous submissions along with totals.
  - Submissions need to be submitted by April 18<sup>th</sup> to the County.
  - Several of the sidebars are related to the property purchase.

### **Public comment given**

**01:41:20 Moved by Adams** "to accept the list of sidebar requests as currently presented."

### **Seconded by Wheeler**

- Further discussion over submissions of Sidebars.

### **Public comment given.**

**Motion passes 4 to 1, Cuthbertson absent**

3. **01:45:00** Open Trustee Position Notice- Dugan
  - Posting in the paper will be from March 30<sup>th</sup>- April 30<sup>th</sup>.
  - The vacancy will be posted on the County website, in the newspaper, and on the Library website.
  - Position dates are from 7/1/2025- 6/30/2030.
  - Job description can be viewed at [flatheadcountylibrary.org](http://flatheadcountylibrary.org).
  - Applications packet is available by calling Teri Dugan at (406) 758-5821.

## **H. NEW BUSINESS:**

1. **01:47:15** *Fair Treatment Policy*- Ingram, Wheeler
  - Discussion took place over wording within the policy.
  - Discussion took place over the policy being redundant with the policy information being covered in other policies.

**01:48:00 Moved by Roedel** "to remove the *Fair Treatment Policy*."

### **Seconded by Adams**

- Further discussion given.

### **Public comments given**

- Further discussion took place by Trustees in regard to changes to the policy.

**Motion withdrawn.**

**02:02:37 Moved by** Cuthbertson that “the policy will be referred back to the committee.”

**Seconded by Adams**

**Motion passes unanimously**

**No Public comment given**

2. **02:03:35** *Media Communications Policy*

**02:03:37 Moved by Roedel** “to approve the *Media Communications Policy* pending County Attorney approval.”

**Seconded by Wheeler**

- Name change from *Social Media* to *Media Communications Policy*.
- Policy sent to the County Attorney for approval.

**Motion passes unanimously**

3. **02:06:25** *Public Participation Guidelines*

- Trustees discussed the Guidelines.
- Discussion was made over the posting of the guidelines when meetings are posted to the public.

**02:08:00 Moved by Wheeler** “to approve the *Public Participation Guidelines* for placement on the website and to accompany the electronic agenda and committee announcement as amended.”

**Seconded by Ingram**

**Public comment given**

- Further discussion of wording within the document.

**Motion passes unanimously**

4. **02:13:19 Facilities:** Letter of Intent- Wheeler, Wendy Brown (realtor)

- Wendy Brown walked the Trustees through main edits in the *Letter of Intent*.
- Brown explained that \$3,000,000 is the bottom line for purchase of the property from Parkline Development.
- Trustees reviewed and discussed the commencement and completion of the construction of the Library.
- Discussion over the contingency period, square footage, size of the building, maintenance fees, common areas, and design standards.

**03:07:00 Moved by Cuthbertson** “to authorize Wendy Brown, realtor, to compose an amended LOI to Parkline Development based on today’s Board discussion with a purchase price of \$3,000,000 to be sent to the Board Chair with approval of the Board to sign the document.”

**Seconded by Adams**

**Public comment given**

**Motion passes unanimously**

**I. HOUSEKEEPING:**

**03:09:00 Comments from Trustees-** Cuthbertson, Wheeler, Adams,  
Roedel, Ingram

**Next regular meeting,** April 24th, 2025, 9am, at the Flathead County South  
Campus meeting room.

**J. ADJOURN:** Meeting adjourned at 12:18 pm.