

Flathead County Library Board of Trustees Meeting
Thursday, April 24th, 2025, 9:00 am
Kalispell South Meeting Room
MEETING MINUTES TIME LOG

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

PUBLIC PRESENT: Mellissa Wood, Kate Heston (Daily Interlake), Cary Weyrauch, Valeri McGarvey, Gary Stevens, Lily Kirsanow.

A. CALL TO ORDER: D. Ingram as Board Chair called the meeting to order at 9:01 am.

B. PLEDGE OF ALLEGIANCE

C. OPEN TIME FOR PERSONS TO ADDRESS THE BOARD ON MATTERS WITHIN THE BOARD'S JURISDICTION.

Cary Weyrauch

D. REPORTS:

1. **00:03:30** Flathead Library Foundation Report- Written report from Sara Busse

- Celebrated National Library Week- hosted story concerts in all 3 branches.
- The Foundation met their targeted goal with a match.
- They now have 60 new donors.

2. **00:05:40** Flathead County Friends of the Library Report-Mellissa Wood

- During National Library Week 4/7-4/12, the Friends hosted a thank you card table at each location.
- They have been collecting books for the book sale and continue their sorting of the donated books on Saturday.

3. **00:06:57** March FY25 Financial Report- Dugan

- Questions were taken from the written report and discussed.

No Public comment given.

00:14:12 Moved by Adams "that we accept the March Financial Report as presented."

Seconded by Wheeler

Motion passed unanimously

4. **00:14:30** Director's Report- Dugan

- Questions discussed about Hot Spot funding- State paid funding ending 6/30/2025.

- Cost of providing library materials to Marion with a courier was discussed and whether 2x/wk is needed, or if 1x/wk would be sufficient and less costly.
- ALL Staff day on 6/2 at 9am with brunch provided by *the Friends of the Library*. Two trustees will attend.
- May 23rd is the Coffee Connect with that Chamber of Commerce at the Library.

Public comment given.

- Trustees discussed the use of the Teen Zone area by adults.

E. APPROVAL OF MINUTES:

1. **00:24:04** PR Committee Work Session, March 21st, 2025
00:24:19 Moved by Cuthbertson "to approve the March 21st PR Committee work session minutes as presented."
Seconded by Wheeler
Motion passed unanimously
No Public comment given.
2. **00:25:20** Regular Board Meeting, March 27th, 2025
00:25:36 Moved by Wheler "to approve the March 27th Board meeting minutes as presented."
Seconded by Adams
Motion passed unanimously
No Public comment given.
3. **00:25:40** Policy Committee Work Session, April 15th, 2025
00:25:56 Moved by Wheeler "to approve the April 15th, 2025 Policy Committee work session minutes as presented."
Seconded by Ingram
Motion passed unanimously
No Public comment given.
4. **00:26:17** Facilities Committee Work Session, April 15th, 2025
00:26:27 Moved by Cuthbertson "to approve the April 15th Facilities Committee work session minutes as presented."
Seconded by Wheeler
Motion passed unanimously
No Public comment given.

F. COMMITTEE REPORTS:

1. **00:26:58** Finance Committee Update- Ingram, Adams
 - Administrative Review update was on 4/8 with the County Administrator and the County Finance Director.
 - The budget for FY26 is perceived to be overextended by \$56,000. Changes are being made to move the Geotech and Appraisal to a sidebar request, and to reduce Library Materials and Processing Fees. A projection of a slight increase in revenue is expected.
 - IMLS Funding Updates- At the present time, all things are funded.
 - A Commissioner Review will be May 6th at 3pm to present changes.**No Public comment given.**

2. **00:36:00** Personnel Committee Report- Roedel, Adams

- Annual Director Evaluation will take place today during a closed session.

No Public comment given.

3. **00:36:44** Public Relations Committee Report- Roedel, Cuthbertson

- Website Research Updates: Committee reported that bids came in higher than expected.
- Concierge style of pricing is a discussed option.
- Trustees reviewed and discussed the Strategic Plan updates.

Public Comment given.

00:45:53 Moved by Wheeler "to accept the Flathead County Library *Strategic Focus Plan* with the removal of the word 'plan' to be amended to the title *Strategic Focus*."

Seconded by Adams

Public comment given.

Motion passed unanimously

- The PR Committee is working on a case for support of fundraising for a new library. Once completed it will be submitted to the Library Foundation and to the Board of Trustees for review and approval.

4. **00:53:19** Policy Committee Report- Ingram, Wheeler

- The *Fair Treatment* and *Social Media Communication* Policies updated.
- *Library Accessibility & Photography and Videotaping* Policies updated
- *Next up for review: Library Programming Policy, Safety of Children in the Public Library, and Art Exhibit Policy.*
- Next Policy Committee work session on 5/13 at 11 am.

No Public comment given.

5. **00:54:09** Facilities Committee Report- Cuthbertson, Wheeler

- Facilities Committee and the Library Director met with the Flathead County Administrator on 4/23 to update the County on the Board of Trustees progress in the purchase of new property for a library.
- Discussion of Kalispell Library renderings with Cushing Terrell.
- Facilities Committee is looking further into the purpose of a Steering Committee.
- Next Facilities Committee work session on 5/13 at 1:30 pm.

No Public comment given.

G. UNFINISHED BUSINESS:

1. **00:57:00** *Capital Campaign Agreement* with the Flathead Library Foundation- Cuthbertson, Wheeler

- No document to review or changes to be made at this time.
- Discussion over the renderings of a new library.

No Public comment given

2. **01:00:26** FY26 Budget Reconciliation Discussion and Approval- Trustees

- Changes have been made to the proposed budget.
- Geotech and Appraisal have been moved to sidebar requests.
- Trustees discussed income the County will receive.
- Due to a possible budget shortfall Trustees discussed the possibility of putting Library Materials spending on hold through the rest of the current fiscal year- through June 30th, 2025.

01:14:28 Moved by Adams "to direct the Director to put a hold on any further Library Materials purchases for the remainder of the current fiscal year, which ends June 30th, 2025."

Seconded by Roedel

No Public comment given.

Motion passes unanimously

- Further discussion of the FY26 Budget.

01:15:56 Moved by Adams "to accept the Budget with changes and the movement of two Sidebars for two items."

Seconded by Wheeler

Public comment given.

Motion passes unanimously

3. **01:21:40** Open Trustee Position Updates- Dugan

- 2 applicants thus far.
- 4 packets have been sent out.
- The position closes on April 30th, 2025.

4. **01:22:31** Board By-Laws Proposed Updates- Ingram

- Updates discussed by Trustees.

01:23:26 Moved by Adams "to accept the *Board By-Laws* as presented."

Seconded by Cuthbertson

No Public comment given.

Motion passes unanimously

5. **01:24:04** Fair Treatment Policy- Ingram, Wheeler

01:24:29 Moved by Ingram "to table the *Fair Treatment Policy* for further review."

Seconded by Cuthbertson

Motion to table passes unanimously

Public comment given.

6. **01:26:33** Media Communication Policy- Ingram, Wheeler

00:00:00 Moved by Ingram "to table the *Media Communications Policy* until further review."

Seconded by Wheeler

Motion to table passes unanimously

No Public comment given.

H. NEW BUSINESS:

1. **01:27:44** Library Strategies Consulting Public Work Session with the Library Foundation, Library Board and Stakeholders. May 22nd, 1-3pm to take place at the South Campus in the Agency on Aging building conference room.
 - County Administrator was invited to attend the work session by the Trustees.
 - Work session looking at strategies in the development of a capital campaign for a new library is open to the public, and the Flathead Library Foundation is paying for the work session.

01:29:12 Moved by Wheeler "to approve the session having an educational presentation from Library Strategies Consulting regarding Capital Campaigns."

Seconded by Cuthbertson

Public comment given

Motion passes unanimously

2. **01:31:48** Facilities Committee Report- Cuthbertson, Wheeler
 - Wendy Brown, realtor, is in attendance with additional information on the *Letter of Intent* with Parkline Development.
 - The LOI has been signed by both parties.
 - Some changes still needed in the LOI in regard to purchase price and needed language.

01:42:45 Moved by Cuthbertson "to authorize Brown to negotiate the purchase price change to \$2,900,000 in exchange for leaving off the architectural reimbursement, and create language that reflects some assurance that Parkline Development will follow through on their development plans in a timely fashion."

Seconded by Ingram

Motion passes unanimously

No Public comment given

3. **01:44:50** Open Custodian Position FTE Change- Dugan
 - Seeking approval to create two .5 FTE positions from current 1 FTE position.

01:46:00 Moved by Cuthbertson "to approve the creation of two .5 FTE custodial positions from the current 1 FTE position."

Seconded by Roedel

Motion passes unanimously

No Public comment given.

4. **01:47:10** Library Accessibility Policy
 - Discussed proposed updates and removal of wording of "Board of Trustees."
 - Title changed from *ADA Compliance and Accessibility* policy to *Library Accessibility* policy.

01:47:15 Moved by Wheeler "to approve the updated *Library Accessibility* Policy as amended."

Seconded by Ingram

Motion passes unanimously
No Public comment given

5. **01:49:39** *Photography and Videotaping Policy*

- Discussed proposed updates with a change of title to *Use of Recording Devices on Library Premises* policy.

01:52:07 Moved by Wheeler "to approve the updated Photography and Videotaping Policy as presented."

Seconded by Ingram

Public comment given

Motion passes unanimously

I. HOUSEKEEPING:

01:53:26 Comments from Trustees- Cuthbertson, Wheeler, Adams, Ingram

Tamarack Federation Meeting, April 25-26, 2025, North Lake County Public Library.

Next regular meeting, May 22nd, 2025, 9am, at the Flathead County South Campus meeting room.

J. EXECUTIVE SESSION:

02:04:00 Closed for Library Director Evaluation

Moved by Wheeler "to enter into closed executive session at 11:04 am to deliver the Library Director's annual review."

Seconded by Adams

Motion passes unanimously

03:23:00 Moved by Adams "to return to open session at 12:23pm."

Seconded by J. Wheeler

Motion passes unanimously

Moved by Adams "to accept the Personnel Committee's evaluation of the library director and recommend continuing the contract with Dugan."

Seconded by C. Cuthbertson

Motion passes unanimously

K. ADJOURN: Meeting adjourned at 12:34 pm.