

**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 23<sup>rd</sup> 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 21<sup>st</sup>, 2025  
**00:24:19 Moved by Cuthbertson** "to approve the March 21<sup>st</sup> 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 27<sup>th</sup>, 2025  
**00:25:36 Moved by Wheler** "to approve the March 27<sup>th</sup> Board meeting minutes as presented."  
**Seconded by Adams**  
**Motion passed unanimously**  
**No Public comment given.**
3. **00:25:40** Policy Committee Work Session, April 15<sup>th</sup>, 2025  
**00:25:56 Moved by Wheeler** "to approve the April 15<sup>th</sup>, 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 15<sup>th</sup>, 2025  
**00:26:27 Moved by Cuthbertson** "to approve the April 15<sup>th</sup> 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 6<sup>th</sup> 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 30<sup>th</sup>, 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 30<sup>th</sup>, 2025."

**Seconded by Roedel**

**No Public comment given.**

**Motion passes 4-1, Wheeler dissenting.**

- 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 30<sup>th</sup>, 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 22<sup>nd</sup>, 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.