

**FLATHEAD COUNTY LIBRARY BOARD OF TRUSTEES  
LIBRARY BOARD MEETING  
MAY 22<sup>ND</sup>, 2025  
SOUTH CAMPUS CONFERENCE ROOM  
MEETING MINUTES LOG**

Present: Dave Ingram, Carmen Cuthbertson, Doug Adams, Heidi Roedel, Jane Wheeler, Teri Dugan, Sara Busse, Erica Wirtala, Sierra Benjamin, Barbara Boorman, Mellissa Wood, Gil Jordan, Diane Taylor-Mahnke, Sharon Furlong, Emily Crawford, Valeri McGarvey.

**A. Call to Order**

Board Chair Ingram called the meeting to order at 9am.

**B. Pledge of Allegiance**

**C. Open time for persons to address the Board on matters within the Board's jurisdiction.**

Sierra Benjamin, Mellissa Wood, Valeri McGarvey, Diane Taylor-Mahnke

**D. 9:44 Trustee Applicant Interviews**

- Trustees interviewed applicant Mellissa Wood
- Trustees interviewed applicant Gil Jordan
- Trustees interviewed applicant Heidi Roedel

**E. Reports**

**23:56**

**1. Flathead Library Foundation Report- Busse**

- Clarity and explanation were offered on the communications that were part of the library board packet regarding the land purchase of the future Kalispell library home.
- The Foundation presented the library with the final installment of the FY25 grant.

**26:17**

**2. Friends of the Library Report- Wood**

- Friends are hosting brunch for the staff on all staff day on June 2<sup>nd</sup>.
- The cabin at Lyon's park will be taken back by the city of Kalispell next June. The Friends are looking for an alternate drop off and storage space for book donations.

**29:00**

**3. Financial Report- Dugan**

- Dugan reported the April finances

**36:24**

**Moved by C. Cuthbertson** "to accept the April 2025 finance report as presented."  
**Seconded by H. Roedel**

## **Motion passes Unanimously**

**36:35**

### **4. Director's Report**

- Cuthbertson mentioned the speed of the website has improved.
- Wheeler inquired about the status of the front signage being changed over in Kalispell as well as a new sign in Bigfork.
- Wheeler asked about an update to the asphalt parking lot project in Bigfork.
- Cuthbertson noted that Children's collections circulation status is astronomical and that we should keep in mind as to where the demand is for materials.
- Wheeler said Edmundson's report on security was great.

## **F. Approval of Minutes**

**39:39**

### **1. Public Relation Committee, April 18<sup>th</sup>, 2025**

**Moved by J. Wheeler** "to approve the minutes from the April 18<sup>th</sup> Public Relations work session."

**Seconded by C. Cuthbertson**  
**Motion passes Unanimously**

**40:31**

### **2. Regular Board Meeting, April 24<sup>th</sup>, 2025**

- Wheeler stated an incorrect vote recorded in the minutes. Wheeler had voted against suspending library materials purchases for the rest of fiscal year 2025.
- Dugan confirmed by listening to the audio of the meeting. Correction will be made in the minutes.

**Correction\*** Change the vote from Wheeler in April Minutes. Wheeler voted "Nay" to suspend purchasing of library materials.

**No motion made**

**Vote was taken and passed unanimously**

**41:52**

### **3. Policy Committee Work Session, May 13, 2025**

**Moved by C. Cuthbertson** "to approve the minutes from the Policy Committee work session on May 13<sup>th</sup>."

**Seconded by J. Wheeler**  
**Motion passes unanimously**

**42:40**

### **4. Facilities Committee Work Session, May 13, 2025**

**Correction\*** Change wording in bullet point 4 about contract having been signed from Cushing Terrel. The contract has not been signed as of May 22<sup>nd</sup>.

**Moved by H. Roedel** "to approved the corrected minutes from the Facilities Committee work session on May 13<sup>th</sup>."

**Seconded by C. Cuthbertson**

## **Motion passes unanimously**

### **G. Committee Reports**

**43:47**

1. Finance Committee- Ingram, Adams
  - The commissioner budget review was held on May 6<sup>th</sup>.
  - Ingram stated some reduction in line items.
  - Possible support from the commission for our sidebar requests of the
  - solid-state starter and additional security cameras

**49:00**

**Motion made by C. Cuthbertson** "to send the Facilities committee to Pete Melnick to ask the county for guidelines to release the 4029 funds."

**Seconded by D. Adams**

Wheeler stated that a motion was not necessary to do such an action.

**C. Cuthbertson withdrew the motion  
D. Adams agreed.**

**52:20**

2. Personnel Committee- Roedel, Adams

**52:45**

3. PR Committee- Roedel, Cuthbertson
  - The new hosting for the website has improved the speed.
  - There is still work to do on updating the website.
  - Next meeting June 17<sup>th</sup> 2pm

**53:45**

4. Policy Committee- Ingram, Wheeler
  - The committee looked at three policies this month. Fair Treatment, Social Media and Collection Development.
  - Cuthbertson mentioned the ring binder and the website policies are not identical. Dugan will look into this.

**56:27**

5. Facilities Committee- Cuthbertson, Wheeler
  - The committee, Dugan, Busse, Wirtala met with Cushing Terrel to create a conceptual design.
  - The committee, Dugan, Busse, Wirtala attended the Kalispell Growth Summit.
  - No decision has been made about the release of the 200K from the 4029 funds by the Commission.
  - Wheeler shared a list of ideas that could work for coming up with the earnest money for the purchase of the mall property.
  - Next meeting June 10<sup>th</sup> 11am

**1:01:42**

### **H. Unfinished Business**

1. Capital Campaign Agreement with Flathead Library Foundation- Ingram
  - Ingram reviewed the timeline of the events that have led to the current status of the capital campaign agreement.
  - Ingram shared recorded March board minutes

- Ingram stated there is concern for the understanding of the fundamental roles between the Library Board and the Library Foundation.
- Ingram stated serious issues have been raised regarding the Foundation's lack of transparency, overstepping operational authority, repeated breakdowns in communication and an attempt to control or influence decisions of a government body.
- Ingram recommends no further capital campaign negotiations with the Foundation

**1:16:10**

**Moved by J. Wheeler** "to send the capital campaign agreement back to the facilities committee for consideration and changes that are necessary.

**Motion Fails, No second**

**1:16:34**

**Moved by C. Cuthbertson** "that due to the stated inability of the Flathead Library Foundation to sign a previously agreed upon capital campaign agreement, Flathead County Library does not designate Flathead Library Foundation as the library's sole or preferred fundraising partner for the Kalispell library project and that Flathead County Library seek and accept donations from any and all entities and individuals that wish to assist the library in purchasing property for the Kalispell library project."

**Seconded by H. Roedel**

**Motion passes 4-1,**

**Yes- Ingram, Adams, Roedel, Cuthbertson**

**Nay- Wheeler**

**1:48:57**

2. Letter of Intent/Buy Sell with Parkline Partners- Ingram

**Moved by C. Cuthbertson** "to table this discussion to wait for a response from Parkline Partners."

**Seconded by H. Roedel**

**Motion Fails with unanimous vote against.**

**2:01:50**

**Moved by D. Ingram** "to return this Buy/Sell to the Facilities committee for further negotiation with our realtor and Parkline Partners."

**Seconded by C. Cuthbertson**

**Motion passes unanimously**

**BREAK: 11:02 AM**

**RESUME: 11:07 AM**

**2:03:26**

3. Fair Treatment Policy- Ingram, Wheeler

**Moved by J. Wheeler** "to accept the presented updates to the Fair Treatment Policy."

**Seconded by D. Adams**

**Motion passes unanimously**

**2:11:32**

4. Media Communications Policy- Ingram, Wheeler

**Moved by D. Ingram** "to remove the bullet point under staff postings that states "to engage through relevant likes and shares."

**Seconded by D. Adams**

**Motion withdrawn**

**D. Adams Agreed**

**Moved by C. Cuthbertson** "to accept the presented updates to the Communications Policy."

**Seconded by H. Roedel**

**Motion passes unanimously**

**I. New Business**

**2:17:59**

1. Collection Development Policy- Ingram, Wheeler

**Moved by J. Wheeler** "to approve the presented updates to the Collection Development Policy pending approval and input from the county attorney."

**Seconded C. Cuthbertson**

**Motion passes unanimously**

**2:31:10**

2. Amendment to Easement Agreement with Bethany Lutheran Church

**Moved by J. Wheeler** "to approve the updated easement agreement with Bethany Lutheran Church as corrected."

**Seconded Cuthbertson**

**Motion passes unanimously**

**2:33:26**

3. Architectural Contract with Cushing Terrell

**Moved by D. Ingram** "to accept the Architectural Contract for signature pending the changes and approval directed by the Facilities Committee."

**Seconded by J. Wheeler**

**Motion passes unanimously**

**2:48:39**

4. Library Board Trustee Recommendation to the County Commissioners.

**Moved by C. Cuthbertson** "to recommend Heidi Roedel to the County Commissioners."

**Seconded by D. Adams**

**Motion passes unanimously**

**2:51:13**

**J. Housekeeping**

Comments from Trustees- Wheeler, Cuthbertson

**K. Adjourn-** Meeting adjourned to **11:59 AM**.

## **Part II**

### **1pm to 4pm- Library Foundation Sponsored Joint Session with Library Strategies Library Consultant.**

In attendance: Foundation: Erica Wirtala, Sara Busse, Emily Crawford, Sharon Furlong, Carol Santa, Maggie Davis, Dave Ingram, Teri Dugan, Heidi Roedel, Jane Wheeler, Carmen Cuthbertson, Pete Melnick, Mellissa Wood, Laura Hill, Jill Carlberg.

Capital Campaign Feasibility Workshop- *Presented by Library Strategies*

Meeting Facilitated by Karen Rose and Audrey Barbakoff, Library Strategies.

No county business was conducted, though a quorum was present with the Library Trustees.

Topics Discussed:

Public/Private funding models  
Private/capital campaign elements  
Public funding preparation

Meeting ended at 4pm.