

**Flathead County Library Board of Trustees Meeting**  
**Thursday, June 26th, 2025, 6:30 pm**  
**Kalispell South Meeting Room**  
**MEETING MINUTES TIME LOG**

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

**PUBLIC PRESENT:** Mellissa Wood, Kate Heston (Daily Interlake), Erica Wirtala

**A. CALL TO ORDER:** D. Ingram as Board Chair called the meeting to order at 6:30 pm.

**B. PLEDGE OF ALLEGIANCE**

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

None given.

**D. REPORTS:**

1. **00:00:00** Flathead Library Foundation Report-

None given.

2. **00:01:30** Flathead County Friends of the Library Report-Mellissa Wood

- No meeting this month.
- Great donations have been steadily coming in.

3. **00:01:58** May FY25 Financial Report- Dugan

- Questions were taken from the written report and discussed.

**00:11:54 Moved by Adams** "that we accept the May Financial Report as presented."

**Seconded by Roedel**

**No Public comment given.**

**Motion passed unanimously**

4. **00:12:24** Director's Report- Dugan

- A contractor has been chosen for paving of the Bigfork parking lot.
- A private foundation is paying for the library's portion to be paved.
- There is a \$20,000 match that was not given from FY24.
- Discussion over the discontinuation of Hot Spots and the loss of funding.

**Public comment given.**

**E. APPROVAL OF MINUTES:**

1. **00:23:20** Regular Board Meeting, May 22nd, 2025

**00:23:24 Moved by Cuthbertson** "to approve the May 22nd Board meeting minutes as presented."

**Seconded by Adams**

**No Public comment given.**

**Motion passed unanimously**

2. **00:23:35** Policy Committee Work Session, June 5th, 2025

**00:23:39 Moved by Roedel** "to approve the June 5th, 2025 Policy Committee work session minutes as presented."

**Seconded by Cuthbertson**

**No Public comment given.**

**Motion passed unanimously**

3. **00:24:40** Facilities Committee Work Session, June 10<sup>th</sup>, 2025

**00:24:41 Moved by Roedel** "to approve the June 10<sup>th</sup> Facilities Committee work session minutes as presented."

**Seconded by Cuthbertson**

**No Public comment given.**

**Motion passed unanimously**

4. **00:24:58** PR Committee Work Session, June 10<sup>th</sup>, 2025

**00:25:07 Moved by Roedel** "to approve the June 10<sup>th</sup> PR Committee work session minutes as presented."

**Seconded by Cuthbertson**

**No Public comment given.**

**Motion passed unanimously**

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

1. **00:25:35** Policy Committee Report- Ingram, Wheeler

- *Library Programs Policy, Safety of Children in the Public Library, and Art Exhibit Policy.*
- Next up: *Borrowing Privileges for Individuals, Borrowing Privileges for Organizations, Special Reference and Research Services*
- Next Policy Committee work session on 7/8 at 10:30 am.

**No Public comment given.**

2. **00:27:26** Personnel Committee Report- Roedel, Adams

- The library is fully staffed with the exception of a 20 hr/wk custodian position.

**No Public comment given.**

3. **00:31:01** Public Relations Committee Report- Roedel, Cuthbertson

- New Website discussion: The library now has a new hosting company for their website and the speed is better.
- New bids are being taken to make the website more user friendly.
- Case for support document: A document has been created for the fundraising for a new library.

4. **00:34:55** Facilities Committee Report- Cuthbertson, Wheeler

- Cushing Terrell Architects have renderings and images of a new Kalispell library. They will be presented to the Board at the next meeting.
- Discussion of Buy/Sell Contract with Parkline Partners: The trustees would like to have a discussion with Parkline Partners over the earnest money to put down as well as the flexibility of a timeline.
- Discussion over signage for Kalispell and Bigfork.
- Next facilities meeting on 7/9 at 2pm.

**No Public comment given.**

5. **00:48:12** Budget and Finance Committee Update- Ingram, Adams

- Sidebar Approvals: The elevator and added security cameras were approved.
- 2.5 COLA for library staff that will be covered by the County and not out of the Library budget.

**No Public comment given.**

**G. UNFINISHED BUSINESS:**

1. **00:50:38** Architect Agreement with Cushing Terrell- Wheeler, Cuthbertson

- Discussed wording of purpose in the agreement.

**00:53:40 Moved by Cuthbertson** "to strike under Article 3, Line 6 the wording 'to aid in the property purchase and as a reference for maintaining, altering, and adding to the Project.'"

**Seconded by Roedel**

**No Public comment given.**

**Motion passes unanimously.**

2. **00:54:42** County Matching Funds Transfer- Ingram

- Discussion of the funds transfer to the County CIP Fund 4029.
- The Board has until Monday to move the money.
- Discussion of appealing the \$20,000 match that was denied.

**01:10:00 Moved by Adams** to "transfer a \$105,000 from the depreciation fund into the 4029 fund."

**Seconded by Wheeler**

**No Public comment given.**

**Motion passes unanimously.**

**01:11:20 Moved by Adams** "to appeal the \$20,000 that was denied as a match based on a timing technicality."

**Seconded by Roedel**

**Public comment given.**

**Motion passes unanimously.**

## H. NEW BUSINESS:

1. **01:16:00** Programs Policy- Ingram, Wheeler
  - Discussed proposed updates.

**01:16:53 Moved by Roedel** "to table the updated *Library Programs* Policy."  
**Seconded by Cuthbertson**  
**No Public comment given.**  
**Motion passes unanimously**

2. **01:18:15** Safety of Children in the Library Policy - Ingram, Wheeler
  - Discussed proposed updates.

**01:18:55 Moved by Adams** "to approve the updated *Safety of Children in the Library* Policy."  
**Seconded by Cuthbertson**  
**No Public comment given.**  
**Motion passes unanimously**

3. **01:19:25** Library Art Exhibits Policy- Ingram, Wheeler
  - Discussed proposed updates.

**01:22:30 Moved by Wheeler** "to approve the updated *Art Exhibits* Policy as corrected."  
**Seconded by Roedel**  
**No Public comment given.**  
**Motion passes unanimously**

4. **01:23:00** Library Board Appointment Announcement- Ingram
  - Heidi Roedel has been appointed to serve another term as a Trustee.**No Public comment given**

5. **01:23:42** Whitefish Community Foundation Letter Request
  - Discussed the letter from the Flathead Library Foundation in support of raising funds through the 2025 Great Fish Community Challenge in support of FCL programs.

**01:33:00 Moved by Wheeler** "to accept the letter to be sent to the Whitefish Community Foundation."  
**Seconded by Cuthbertson**  
**Public comment given**  
**Motion passes unanimously**

## I. HOUSEKEEPING:

**01:34:32 Comments from Trustees-** Cuthbertson, Wheeler, Adams, Ingram, Roedel

**Next regular meeting,** July, 24th 2025, 6:30 pm, at the Flathead County South Campus meeting room.

**J. ADJOURN:** Meeting adjourned at 8:16 pm.