

**Flathead County Library Board of Trustees Meeting
Thursday, July 24th, 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: Russell Sias, Kate Heston (Daily Interlake), Valeri McGarvey

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.

Valeri McGarvey

D. REPORTS:

1. **00:02:58** Flathead County Friends of the Library Report
 - No representatives present- no meeting this month.
2. **00:03:30** June Preliminary FY25 Financial Report- Dugan
 - Questions were taken from the written report and discussed.

00:00:00 Moved by Wheeler "that we accept the June Financial Report as presented."
Seconded by Roedel
No Public comment given
Motion passed unanimously
3. **00:10:38** Director's Report- Dugan
 - The Bigfork parking lot will be completed by the beginning of August.
 - The construction on 3rd Street outside of the Kalispell Library will be completed by the beginning of August.

No Public comment given.

E. APPROVAL OF MINUTES:

1. **00:15:58** Regular Board Meeting, June 26th, 2025
 - Errors noted in sections D.3, and H.5

00:17:41 Moved by Cuthbertson "to approve the June 26th Board meeting minutes as corrected."
Seconded by Adams
No Public comment given
Motion passed unanimously

2. **00:17:41** Policy Committee Work Session, July 8th, 2025
00:18:00 Moved by Wheeler "to approve the July 8th, 2025 Policy Committee work session minutes as presented."
Seconded by Cuthbertson
No Public comment given
Motion passed unanimously
3. **00:18:23** PR Committee Work Session, July 9th, 2025
00:18:33 Moved by Roedel "to approve the July 9th PR Committee work session minutes as presented."
Seconded by Cuthbertson
No Public comment given
Motion passed unanimously
4. **0:18:52** Facilities Committee Work Session, July 9th, 2025
00:18:55 Moved by Cuthbertson "to approve the July 9th Facilities Committee work session minutes as corrected."
Seconded by Wheeler
Public comment given.
Motion passed unanimously

F. COMMITTEE REPORTS:

1. **00:19:59** Public Relations Committee Report- Roedel, Cuthbertson
 - Plan in place to further improve the Library's website
 - Still working on the case for support brochure.
 - New BF Library sign has been delivered and will be put up soon.**No Public comment given.**
2. **00:22:68** Policy Committee Report- Ingram, Wheeler
 - Worked on *Library Programs* and *Special Reference & Research Policies*.
 - *Next up: Borrowing Privileges for Organizations, Volunteering, Contracted Services to Other Entities*
 - Policy Committee will be working on a revised policy review schedule.
 - Next Policy Committee work session on 8/12 at 10:30 am.**No Public comment given.**
3. **00:25:56** Personnel Committee Report- Roedel, Adams
 - Open Positions: PT Custodian, and PT Materials Handler
 - Milestones: Staff has One 10 year and Two 20-year milestones coming up.**No Public comment given.**
4. **00:27:19** Budget and Finance Committee Update- Ingram, Adams
 - The \$20,000 appeal to County has been approved and the Library has received the match.
 - There is still money in the Library's depreciation fund.**No Public comment given.**

5. **00:28:48** Facilities Committee Report- Cuthbertson, Wheeler

- Cushing Terrell Architects Architectural have completed concept drawings- Facilities Trustees are still in discussion with the architects.
- Trustee spoke with Realtor, Wendy Brown, in regard to the Buy/Sell Contract with Parkline Partners: There is still a needed discussion with Parkline Partners over the earnest money to put down as well as the flexibility of a timeline.
- Next facilities meeting on 8/15 at 2pm.

No Public comment given.

G. UNFINISHED BUSINESS:

1. **00:31:47** Library Programs Policy- Ingram, Wheeler
- Discussed proposed updates.

00:32:42 Moved by Roedel "to approve the updated *Library Programs Policy*."

Seconded by Wheeler

No Public comment given

Motion passes unanimously

H. NEW BUSINESS:

- 00:33:32** *Special Reference and Research Services Policy* - Ingram, Wheeler
- Discussed proposed updates.

00:34:27 Moved by Adams "to approve the updated *Special Reference and Research Services Policy*."

Seconded by Cuthbertson

No Public comment given

Motion passes unanimously

2. **00:35:09** Election of FY26 Officers

00:35:15 Moved by Wheeler "to elect Dave Ingram as Chair and Carmen Cuthbertson as Vice-Chair."

Seconded by Adams

No Public comment given

Motion passes unanimously with Ingram abstaining from the vote.

3. **00:37:21** Trustee Meeting Schedule for FY26

- Discussion over the upcoming year 2025-2026 Trustees Meeting Schedule.

00:39:20 Moved by Wheeler "to approve the Board meeting schedule for the upcoming year 2025-2026 with all meetings at 9 am throughout the year including over the summer months."

Seconded by Cuthbertson

Public comment given

Motion fails

00:44:16 Moved Cuthbertson "to adopt the 2025-2026 meeting schedule as presented."

Seconded by Roedel

No public comment given

Motion passes unanimously

I. HOUSEKEEPING:

00:45:07 Comments from Trustees- Cuthbertson, Wheeler, Ingram, Roedel

J. Closed Executive Session-

00:58:19 – 7:28 pm- Moved by Roedel "to close the session to discuss a personnel matter."

Seconded by Ingram

Motion passes unanimously

K. Reopen Meeting- 8:30 pm (2nd Recording)

00:00:00 Moved by Roedel "to reopen the meeting."

Seconded by Cuthbertson

No public comment given

Motion passes unanimously

Discussed open staff positions.

00:00:25 Moved by Cuthbertson "to accept the Children's Services Librarian job description as presented."

Seconded by Wheeler

Further discussion by Trustees

No public comment given

Motion passes 4-1, Adams in dissent

00:02:18 Moved by Adams "to accept the Teen Services Librarian job description as presented."

Seconded by Roedel

No public comment given

Motion passes unanimously

Next regular meeting, August, 28th 2025, 6:30 pm, at the Flathead County South Campus meeting room.

L. ADJOURN: Meeting adjourned at 8:45 pm.