

**Flathead County Library Board of Trustees Meeting
Thursday, August 28th, 2025, 6:30 pm**

**Kalispell South Meeting Room
MEETING MINUTES TIME LOG**

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

PUBLIC PRESENT: Russell Sias, Kate Heston (Daily Interlake), Valeri McGarvey, Sharon Furlong, Anne James, Carmen Hemmer, Mellissa Wood

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.

- **Carmen Hemmer, Valerie McGarvey**

D. REPORTS:

1. **00:03:19** Flathead County Friends of the Library Report- Anne James
 - Friends group did not meet in June or July.
 - They made a \$5,000 donation to the Greatfish Challenge to go to the Library Foundation.
 - Their sorting of books for the Books Sale on 9/19-9/21 has begun.
 - The Friends have the cabin for book donations at Lions Park until 5/2026.
2. **00:05:30** June Final FY25 Financial Report- Dugan
 - Questions were taken from the written report and discussed.

00:15:20 Moved by Cuthbertson "that we accept the Final June Financial Report as presented."
Seconded by Wheeler
No Public comment given
Motion passed unanimously
3. **00:15:45** Director's Report- Dugan
 - The Director is waiting to hear from the paving company as to date when they will pave the Bigfork parking lot.
 - Signage is going up in front of the Kalispell library. A front panel has been ordered. Flathead County Library lettering in front of the library has been sanded and painted.
 - The 45-minute Zoom interview for a grant went well and the Director will hear back from them in October.
 - Marion holds are starting and the Director will keep an eye on the stats. from now until April.
 - Honore Bray will meet with the Leadership Team at the library on 9/9.
 - In the process of interviewing for two PT Library Advisor positions and one Teen Librarian.

No Public comment given.

E. APPROVAL OF MINUTES:

1. **00:22:20** Regular Board Meeting, July 24th, 2025
00:22:38 Moved by Cuthbertson "to approve the July 24th Board meeting minutes as presented."
Seconded by Adams
No Public comment given
Motion passed unanimously
2. **00:23:14** Policy Committee Work Session, August 12th, 2025
00:23:34 Moved by Wheeler "to approve the August 12th, 2025 Policy Committee work session minutes as presented."
Seconded by Cuthbertson
No Public comment given
Motion passed unanimously
3. **0:23:51** Facilities Committee Work Session, August 15th, 2025
00:24:08 Moved by Cuthbertson "to approve the August 15th Facilities Committee work session minutes as presented."
Seconded by Wheeler
Public comment given.
Motion passed unanimously

F. COMMITTEE REPORTS:

1. **00:24:35** Policy Committee Report- Ingram, Wheeler
 - Worked on: *Borrowing Privileges for Organizations, Volunteering, Contracted Services to Other Entities*
 - Next up: *Donations Policy*
 - Policy Committee will be working on a revised policy review schedule.**No Public comment given.**
2. **00:27:12** Personnel Committee Report- Roedel, Adams
 - Discussed open positions
 - Milestones: Staff has One 10 year and Two 20-year milestones coming up.**No Public comment given.**
3. **00:28:27** Facilities Committee Report- Cuthbertson, Wheeler
 - Realtor Wendy Brown reported that Parkline Partners is excited to have a library at their location and is open to negotiations in regard to earnest money as well a timeline.
 - Trustees have reached out to a Columbia Falls developer about the possibility of a Columbia Falls Library branch on their developing location.
 - The Flathead Library Foundation will be the receiver of donations for a capital campaign for a new Kalispell library.
 - Next facilities meeting on 9/18 at 2pm.**No Public comment given.**

4. **00:36:30** Public Relations Committee Report- Roedel, Cuthbertson
 - Trustees are working on getting the needed conceptual drawings from the architectural firm to put into the case for support brochure.**Public comment given.**
5. **00:40:52** Budget and Finance Committee Update- Ingram, Adams
 - \$10,000 has been held back from the FY25 Year End balance transfer to keep as a cushion in the budget.**No Public comment given.**

G. UNFINISHED BUSINESS:

1. **00:00:00**
None

H. NEW BUSINESS:

1. **00:42:13** FY26 Committee Assignments- Ingram
 - Budget Committee- Ingram, Adams
 - Personnel Committee- Wheeler, Ingram
 - Policy Committee- Roedel, Adams
 - Facilities Committee- Wheeler, Cuthbertson
 - Public Relations Committee- Cuthbertson, Roedel
 - Tamarack Representative- Roedel**No Public comment given**
2. **00:43:33** *Circulation of Materials to Organizations Policy* - Ingram, Wheeler
 - Discussed proposed updates.

00:44:45 Moved by Adams "to approve the updated *Circulation of Materials to Organizations Policy* as amended."

Seconded by Cuthbertson

No Public comment given

Motion passes unanimously

3. **00:45:00** *Contracted Services Provided to Other Entities Policy* - Ingram, Wheeler
 - Discussed proposed updates.

00:45:41 Moved by Wheeler "to approve the updated *Contracted Services Provided to Other Entities Policy*."

Seconded by Cuthbertson

No Public comment given

Motion passes unanimously

4. **00:45:58** *Volunteering Policy* - Ingram, Wheeler
 - Discussed proposed updates.

00:47:23 Moved by Cuthbertson "to approve the updated *Volunteering Policy* as amended."

Seconded by Adams

No Public comment given
Motion passes unanimously

5. **00:47:58** Bigfork Library Roof Condition
- Discussed Bigfork Library's roofing issues, inspections, proposals, CIP funding, and possibilities.
 - More information will be gathered and brought to the Trustees at the next meeting in September.

No Public comment given

6. **01:02:09** 501(c) (3) Opportunities
- The Flathead Library Foundation has agreed to remain a receptacle for donations received for the Library.

01:04:28 Moved by Ingram "that the Flathead County Library require any 501 (c) (3) organization accepting funds on the behalf of the Library to agree, as a condition of acceptance, that such funds may only be designated for priorities as defined and approved by the Library."

Seconded by Cuthbertson

- Further discussion by Trustees: Directing funds, donor fatigue, communication, prioritization, and coordination of funds from the Flathead Library Foundation as well as any other 501 (c) (3).

Ingram moved to withdraw the motion.

Seconded by Cuthbertson

Motion is withdrawn.

- Further discussion of collaboration and communication between the Board, the Foundation, and the Library Director.

Public comment given

7. **01:32:55** Hotspot Options
- Discussed proposed Hotspot options and possible donor funding.

02:01:00 Moved by Wheeler "to continue the Hotspot program with 11 Hotspots to be paid for by philanthropic funding."

Seconded by Adams

Public comment given

Motion passes with 3 in favor, 1 abstaining, and 1 absent.

8. **02:13:44** Thank you letters to Donors from Trustees
- Discussed letters written to donors from Trustees.

02:14:37 Moved by Ingram "to approve the letters written to donors and to also send a thank you letter to the Friends of the Library for their generous donation."

Public comment given

Seconded by Adams

Motion passes unanimously

9. **02:17:05** Approval to stay open until 7:30 pm on Tuesday, September 23rd for a Library Program- Doug Follett- Glacier Poet Documentary in Columbia Falls, and approval to stay open until 8 pm on Wednesday, October 15th in Bigfork for a library program- Baroque Music Concert- Carrie Kraus and John Lenti of Baroque Music Montana.

02:18:08 Moved by Adams "to approve both the Columbia Falls and the Bigfork Library to stay open later on the respective given dates and times for the given library programs."

Seconded by Wheeler

- Discussion of staffing for the programs.

No Public comment given

Motion passes unanimously

I. HOUSEKEEPING:

02:18:57 Comments from Trustees- Cuthbertson, Adams, Wheeler, Ingram

Next regular meeting, September, 25th 2025, 9:00 am, at the Flathead County South Campus meeting room.

J. ADJOURN: Meeting adjourned at 8:55 pm.