

**Flathead County Library Board of Trustees Meeting
Thursday, September 25th, 2025, 9:00 am**

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

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

PUBLIC PRESENT: Kate Heston (Daily Interlake), Valeri McGarvey, Mellissa Wood, Joseph Biby, Diane Taylor-Mahnke, Margaret Davis

A. CALL TO ORDER: D. Ingram as Board Chair called the meeting to order at 9:00 am.

B. PLEDGE OF ALLEGIANCE

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

- Diane Taylor-Mahnke

D. REPORTS:

1. **00:04:07** Flathead County Friends of the Library Report- Mellissa Wood

- The Books Sale on 9/19-9/21 raised the most they have ever made: \$17,395.
- The Friends expressed their gratitude in the help they received from Library staff, Western Building Center, the Flathead High School football team, as well as others including the Kalispell Mall in allowing them to hold their sale.
- The Friends also added a couple more members that attended the sale.
- Their next meeting is on 10/16/25.

2. **00:07:31** July and August FY26 Financial Report- Dugan

- Questions were taken from the written reports and discussed

00:11:45 Moved by Wheeler "that we accept the July Financial Report as presented."

Seconded by Cuthbertson

No Public comment given

Motion passed unanimously

00:18:40 Moved by Roedel "that we accept the August Financial Report as presented."

Seconded by Cuthbertson

No Public comment given

Motion passed unanimously

3. **00:19:10** Director's Report- Dugan

- The Bigfork parking lot has been paved and is completed.
- Signage is going up in front of the Kalispell library.

- The Public Library Standards Certification is complete and the Flathead County Library will receive funds in early November.
- The new Teen Librarian started their position on 9/22/2025.

No Public comment given.

E. APPROVAL OF MINUTES:

1. **00:28:10** Regular Board Meeting, August 28th, 2025

00:28:40 Moved by Adams "to approve the August 28th Board meeting minutes as presented."

Seconded by Wheeler

No Public comment given

Motion passed unanimously

F. COMMITTEE REPORTS:

1. **00:29:05** Policy Committee Report- Roedel, Adams

- The *Donations Policy and Trustee Job Description* will be looked at next.

No Public comment given.

2. **00:30:10** Personnel Committee Report- Ingram, Wheeler

- There is one filled Library Advisor position and one left open to be filled.
- Discussion about a *Succession Plan* for the Director's position and whether the plan should be in a policy or created as an internal document.

00:33:20 Moved by Adams "to send the *Succession Plan* to the policy committee to reword and have it made a policy."

Seconded by Roedel

Public comment given

Motion passed unanimously

3. **00:40:05** Facilities Committee Report- Cuthbertson, Wheeler

- Building Program- Honore Bray met with staff of the library and an outline with a written report will soon be completed and presented.
- Conceptual Drawings- Updated drawings will soon be completed.
- Parkline Development is enthusiastic about the partnership with the library and does not see a need for a new buy/sell agreement at this time.
- Next facilities meeting on 10/17 at 2pm.

Public comment given.

4. **00:44:08** Public Relations Committee Report- Roedel, Cuthbertson

- Website updates are being completed.
- The last part of the sign in front of the Kalispell Library will be completed in October.
- Discussion took place over possible Signage at the Bigfork Library.

00:51:30 Moved by Roedel "that metal lettering be used for signage over the front door of the Bigfork Library using the full name *Flathead County Library*."

Seconded by Cuthbertson

Public comment given

Motion passed unanimously

5. **00:56:00** Budget and Finance Committee Update- Ingram, Adams

- FY26 Budget amendment for Hotspots was discussed.

01:00:29 Moved by Wheeler "that we accept the FY26 Budget Amendment for the Hotspots."

Seconded by Cuthbertson

No Public comment given

Motion passed unanimously

G. UNFINISHED BUSINESS:

1. **01:01:39** Bigfork Roof Repairs- Adams, Dugan

- Roofing company quoted \$7,000 for the repairs of the Bigfork Library's roof, which can be completed in October.
- Donors have come forward and offered to pay for the repairs of \$7,000.
- Trustees discussed the cost of repairs now and the cost of a new roof.

01:10:56 Moved by Wheeler "to have repairs of the Bigfork Library roof completed as soon as possible with funding from donors."

Seconded by Cuthbertson

Public comment given

Motion passes unanimously

H. NEW BUSINESS:

1. **01:14:21** FY26 Thank you letter to Friends- Wheeler

- Trustees discussed the letter with one typo.

No Public comment given

01:16:10 Moved by Wheeler "to approve the thank you letter written to the Friends of the Library with the correction and have the Board Chair sign."

Seconded by Cuthbertson

No Public comment given

Motion passes unanimously

2. **01:19:00** Annual Board Retreat Options- Ingram, Dugan
- December 4th, 12:30- 3:30
County Finance will facilitate: CTY budget planning and process, purchasing policy, and training policy.
 - Discussion of the December meeting time with a possible recording of the Retreat as one Trustee will not be able to attend on 12/4.

01:20:13 Moved by Cuthbertson "to proceed with the Retreat as suggested in the agenda."

Seconded by Roedel

Public comment given

Further discussion about a retreat in regard to philanthropic funding.

Motion passes unanimously

I. HOUSEKEEPING:

01:27:48 Comments from Trustees- Cuthbertson, Wheeler, Ingram

Next regular meeting, October 23rd 2025, 9:00 am, at the Flathead County South Campus meeting room.

Facilities Committee meeting scheduled for 10/17 at 2 pm.

J. ADJOURN: Meeting adjourned at 10:37 am.