



LIBRARY BOARD OF TRUSTEES MEETING*
THURSDAY, DECEMBER 4, 2025 12:30PM
LIBRARY MEETING ROOM
KALISPELL, MONTANA
AGENDA

We encourage written public comment. Please email librarytrustees@flatheadcountylibrary.org to submit your comments. Comments should be received at least 24 hours prior to start of meeting for trustees to review.

A. Call to Order

B. Pledge of Allegiance

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

D. Reports

1. Friends of the Library Report-Friends Representative

2. Financial Report-Dugan
October 2025 report
Public comment

ACTION

3. Director's & Staff Report
Public comment

DISCUSSION

E. Approval of Minutes

1. Facilities Committee Work Session, October 17, 2025
Public Comment

ACTION

2. Regular Board Meeting, October 23, 2025
Public comment

ACTION

3. Policy Committee Work Session, November 12, 2025
Public Comment

ACTION

4. Facilities Committee Work Session, November 12, 2025
Public Comment

ACTION

F. Committee Reports

- | | |
|--|------------------------|
| 1. Policy Committee Report- Roedel, Adams
Donations Policy, Trustee Job Description
Next Meeting: January 28, 2026, 10:30am.
Upcoming Policy Reviews:
Service Animals
Fees and Payments
Security Cameras
Patron Conduct
Meeting Room Use
Public comment | POSSIBLE ACTION |
| 2. Personnel Committee Report- Ingram, Wheeler
Staff Milestone- 10 years
Staffing Updates
Public comment | POSSIBLE ACTION |
| 3. Facility Committee Report- Cuthbertson, Wheeler
Building Program Progress
Conceptual Building Drawings Updates
Buy/Sell Agreement Updates
Public comment | POSSIBLE ACTION |
| 4. PR Committee Report- Roedel, Cuthbertson
Case for Support Brochure Progress
Public Comment | POSSIBLE ACTION |
| 5. Budget Committee- Ingram, Adams
Public Comment | POSSIBLE ACTION |

G. Unfinished Business

H. New Business

- | | |
|--|---------------|
| 1. Donations Policy, Adams, Roedel
Review and approve suggested updates to Donations Policy
Public Comment | ACTION |
| 2. Trustee Job Description, Adam, Roedel
Review and approve suggested updates to Trustee Job Description
Public Comment | ACTION |
| 3. Acceptance and Processing of Charitable Library Donation
Acceptance of the \$5,000 charitable gift and deposit procedures.
Public Comment | ACTION |

I. Housekeeping

Comments from Trustees: Opportunity for individual Board members to respond to public comments.

Next regular meeting, January 23, 2025 at 9:00a, South Campus Conference Room.

J. Adjourn

***Note time and location change of board meeting.**