



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

## **G. Unfinished Business**

## **H. New Business**

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

## **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.**