

**Flathead County Library Board of Trustees Meeting  
Thursday, October 23rd, 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), Mellissa Wood, Ken Fielder, Ron Gerson

**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.**

- Mellissa Wood

**D. REPORTS:**

1. **00:04:05** Flathead County Friends of the Library Report- Mellissa Wood

- \$17,000 was donated to the library for awards and programming.
- On 10/25 the Friends will be taking unusable books to the landfill-meet at the cabin at 11 am.

2. **00:07:30** September FY26 Financial Report- Dugan

- Questions were taken from the written reports and discussed

**00:20:10 Moved by Adams** "that we accept the September Financial Report as presented."

**Seconded by Roedel**

**No Public comment given**

**Motion passed unanimously**

3. **00:20:28** Director's Report- Dugan

- Roof repairs on the Bigfork library are scheduled for next week.
- Donations for the roof repair were given to the Library Foundation, and the Library Foundation is paying for the roof repairs in full.
- Flathead High School Ag. Students are working on a community project for the library. It will be a welded book drop with the materials being paid for by the Friends donation.
- There has been a number of ongoing issues with the aging Kalispell library building: bathrooms, lighting, boiler, and the elevator that have all cost more than anticipated.
- Becca Johnson- Children's Librarian- Gave the YS Summer Report, and also celebrated her 20<sup>th</sup> year working for the library.
- Jackie Carll- Teen Services Librarian was introduced.

**No Public comment given.**

## **E. APPROVAL OF MINUTES:**

1. **01:00:00** Facilities Work Session Minutes, September 18th, 2025

**01:00:15 Moved by Cuthbertson** “to approve the September 18th Board meeting minutes as presented.”

**Seconded by Adams**

**No Public comment given**

**Motion passed unanimously**

**01:00:40** Regular Board Meeting, September 25th, 2025

**01:01:00 Moved by Wheeler** “to approve the September 25th Board meeting minutes as presented.”

**Seconded by Roedel**

**No Public comment given**

**Motion passed unanimously**

## **F. COMMITTEE REPORTS:**

1. **01:01:25** Policy Committee Report- Roedel, Adams

- The *Donations Policy and Trustee Job Description* will be looked at next on 11/12/2025 at 10am.

**No Public comment given.**

2. **01:01:50** Personnel Committee Report- Ingram, Wheeler

- Staff Milestone- Becca Johnson celebrated 20 years
- There is one filled Library Advisor position and one left open to be filled. Twelve people have applied for the one open Library Advisor position.

3. **01:02:43** Facilities Committee Report- Cuthbertson, Wheeler

- Building Program- Honore Bray will soon complete the information gathered from library staff and present it to the Board in December or January.
- Conceptual Drawings- Updated drawings are completed by Cushing Terrell with 60% of the cost of the drawings donated by Cushing Terrell.
- Parkline Development is enthusiastic about the partnership with the library and the Library Board of Trustees is moving forward with a possible new Kalispell library at the mall location.

**No Public comment given.**

4. **01:09:41** Public Relations Committee Report- Roedel, Cuthbertson

- Case for Support Brochure- Looking at the possibility of an outside business to work on the brochure and include the conceptual drawings into the brochure.
- Website updates are being completed.
- The last part of the sign in front of the Kalispell Library completed in October.
- Discussion took place over the need to find a vendor to complete Signage at the Bigfork Library.
- Work session on 11/12 for the PR and Facilities Committees to work together on the Case for Support Brochure.

**01:14:05 Moved by Ingram** "to have the PR and Facility Committees to work collaboratively on the Case for Support Brochure."

**Seconded by Cuthbertson**

**Public comment given**

**Motion passed unanimously**

5. **01:16:24** Budget and Finance Committee Update- Ingram, Adams

- January starts the next budgeting round. Trustees will bring questions about the budget to the December retreat.

**No Public comment given**

**G. UNFINISHED BUSINESS:**

1. **01:19:40** Board Retreat Location- Adams, Dugan

- Confirmed 12:30-3:30, December 4<sup>th</sup>, 2025 at the Kalispell library meeting room following the morning Board meeting, which will be at the South Campus meeting room.

**01:20:00 Moved by Ingram** "to have the monthly Board Meeting at the South Campus meeting room with the Board Retreat on 12/4 from 12:30-3:30 pm at the Kalispell meeting room location."

**Seconded by Cuthbertson**

**No Public comment given**

**Motion passes unanimously**

**H. NEW BUSINESS:**

1. **01:21:19** Early Closure for Christmas Eve- Dugan

- Discussed closing at 3 pm on Christmas Eve, December 24<sup>th</sup>, 2025, at all locations.

**01:21:40 Moved by Wheeler** "to close the library at 3 pm on December 24<sup>th</sup> at all locations."

**Seconded by Cuthbertson**

**No Public comment given**

- **Motion passed unanimously**

2. **01:22:16** Tamarack Federation Fall Meeting Updates- Ingram, Roedel, Dugan

- There will be a Tamarack training on 4/24<sup>th</sup> & 4/25<sup>th</sup>.

**No Public comment given**

**I. HOUSEKEEPING:**

**01:33:42 Comments from Trustees-** Cuthbertson, Wheeler, Ingram, Adams, Roedel

**Next regular meeting,** December 4th 2025, 9:00 am, at the Flathead County South Campus meeting room.

**Board Retreat,** December 4, 2025 from 12:30p-3:30p, at the Flathead County Library's meeting room.

**J. ADJOURN:** Meeting adjourned at 10:42 am.