

**Flathead County Library Board of Trustees Meeting  
Thursday, December 4th, 2025, 12:30 pm**

**Library 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:** Mellissa Wood, Margaret Davis

**A. CALL TO ORDER:** D. Ingram as Board Chair called the meeting to order at 12:31 pm.

**B. PLEDGE OF ALLEGIANCE**

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

- Mellissa Wood, Margaret Davis

**D. REPORTS:**

1. **00:08:39** Flathead County Friends of the Library Report- Mellissa Wood
  - Working on a press release on the book sale donation to the library.
  - Planning for next year will be discussed during the January meeting.
2. **00:15:01** October FY26 Financial Report- Dugan
  - Questions were taken from the written reports and discussed

**00:29:44 Moved by Adams** "that we accept the October Financial Report as presented."

**Seconded by Roedel**

**No Public comment given**

**Motion passed unanimously**

3. **00:30:19** Director's Report- Dugan
  - The Library will receive a \$50,000 grant from LSW Architects.
  - Outreach has been continuing in schools to include Bigfork and Columbia Falls.

**No Public comment given.**

**E. APPROVAL OF MINUTES:**

1. **00:37:14** Facilities Work Session Minutes, October 17th, 2025

**00:37:52 Moved by Wheeler** "to approve the October 17th Facilities work session minutes as presented."

**Seconded by Cuthbertson**

**No Public comment given**

**Motion passed unanimously**

2. **00:38:18** Regular Board Meeting Minutes, October 23rd, 2025  
**00:40:43 Moved by Adams** “to approve the October 23rd Board meeting minutes as corrected.”  
**Seconded by Roedel**  
**No Public comment given**  
**Motion passed unanimously**
  
3. **00:40:48** Policies Work Session Minutes, November 12th, 2025  
**00:40:58 Moved by Adams** “to approve the November 12th Policies work session minutes as presented.”  
**Seconded by Cuthbertson**  
**No Public comment given**  
**Motion passed unanimously**
  
4. **00:41:24** PR and Facilities Joint Work Session Minutes, November 12th, 2025  
**00:41:30 Moved by Roedel** “to approve the November 12<sup>th</sup> PR and Facilities joint work session minutes as presented.”  
**Seconded by Cuthbertson**  
**No Public comment given**  
**Motion passed unanimously**

**F. COMMITTEE REPORTS:**

1. **00:43:18** Policy Committee Report- Roedel, Adams
  - The *Donations Policy* was reviewed at the last Policy work session.
  - *Trustee Job Description* was reviewed at the last Policy work session.
  - Upcoming meeting: 1/28/2025 at 10:30am- *Service Animals, Fees & Payments, Security Cameras, Patron Conduct, and Meeting Room* policies will be reviewed.

**No Public comment given**
  
2. **00:48:49** Personnel Committee Report- Ingram, Wheeler
  - 10 year Staff Milestone- Deidre McMullin
  - 20 year Staff Milestone next month- Tony Edmundson

**No Public comment given**
  
3. **00:50:36** Facilities Committee Report- Cuthbertson, Wheeler
  - Building Program- w/ Honore Bray is progressing and will be shared at the next board meeting in January.
  - Conceptual Drawings- Selected drawings will be put into the Case for Support brochure.
  - Buy/Sell Agreement- No updates.

**No Public comment given.**

4. **00:55:50** Public Relations Committee Report- Roedel, Cuthbertson
  - Case for Support Brochure is progressing with selected conceptual drawings being put into the Case for Support brochure.
  - Next joint meeting with the Facilities Committee is on 1/14/2025 at 2pm.
5. **00:56:24** Budget and Finance Committee Update- Ingram, Adams
  - January starts the next budgeting round. Trustees brought questions about the budget at the recent retreat.

**No Public comment given**

**G. UNFINISHED BUSINESS:**

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

**No Public comment given.**

**H. NEW BUSINESS:**

1. **00:58:51** Donations Policy- Adams, Roedel
  - Discussed updates to the Donations Policy.

**01:05:21 Moved by Cuthbertson** "to table the *Donations Policy* as presented."  
**Seconded by Wheeler**  
**No Public comment given**
  - Further discussion by the Trustees of changes to the *Donations Policy*.**Motion is withdrawn**

**01:12:50 Moved by Wheeler** "to approve the *Donations Policy* as amended."  
**Seconded by Adams**  
**No Public comment given**  
**Motion passed unanimously**
2. **01:13:52** Trustee Job Description- Adams, Roedel,
  - Discussed updates to the Trustee Job Description.

**01:23:40 Moved by Adams** "to approve the *Trustee Job Description* as amended."  
**Seconded by Cuthbertson**  
**Public comment given**  
**Motion passed unanimously**
3. **01:26:15** Acceptance and Processing of Charitable Library Donation-
  - Discussed the acceptance and processing of a \$5,000 charitable gift.

**01:26:57 Moved by Ingram** “to accept the donation to go into the 7055 gift fund for the benefit of the Bigfork Library.”

**Seconded by Roedel**

**No Public comment given**

**Motion passed unanimously**

**I. HOUSEKEEPING:**

**01:30:19 Comments from Trustees-** Cuthbertson, Wheeler, Ingram, Adams, Roedel

**Next regular meeting,** January 22nd 2026, 9:00 am, at the Flathead County South Campus meeting room. Trustee Cuthbertson will attend the meeting via Zoom.

**J. ADJOURN:** Meeting adjourned at 2:10 pm.

Library Board of Trustees Retreat Work Session Minutes  
Thursday, December 4, 2025 9:00 am  
Flathead County South Campus Conference Room  
Kalispell, Montana

**IN ATTENDANCE:** (Board) David Ingram, Jane Wheeler (via Zoom), Doug Adams, Carmen Cuthbertson, Heidi Roedel; (Staff) Teri Dugan, Rhonda Hawkins, Amy Dexter (County Director of Finance)

**PUBLIC PRESENT:** Valeri McGarvey, Mellissa Wood

**A. Called to Order:** Ingram called the meeting to order at 9:04 am

**B. Public Comment Given:** Valeri McGarvey, Mellissa Wood

**C. Budget Training Session with Flathead County Finance Director, Amy Dexter**

Focus Areas:

- Overview of Flathead County Purchasing Policy
- Budget Planning and Budget Amendment Process
- Capital Improvement Project Planning and Spending Flexibility.
- Library Funds Accounts: 2220, 4020, 4029 and 7055
- Calculation of Mill Levies for Library Funding

**D. Adjourned:** Meeting adjourned at 11:45 am

**\*Note time change. The retreat was held at the time of the regular board meeting. The regular board meeting was held on December 4<sup>th</sup> at 12:30 pm at the Kalispell library meeting room.**