

**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 12th 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 2025, 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.