

**Flathead County Library Board of Trustees Meeting
Thursday, January 22nd, 2026, 9:00 am**

**Library Meeting Room
MEETING MINUTES TIME LOG**

IN ATTENDANCE: (Board) David Ingram via zoom, Jane Wheeler, Doug Adams, Carmen Cuthbertson via zoom, Heidi Roedel; (Staff) Teri Dugan, Rhonda Hawkins

PUBLIC PRESENT: Margaret Davis, Jill Carlberg, Sharon Furlong, Valeri McGarvey, Bella Brown

A. CALL TO ORDER: D. Adams standing in for 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.

- Margaret Davis

D. REPORTS:

1. **00:01:32** Flathead County Friends of the Library Report- Jill Carlberg
 - \$22,000 was donated by the Friends to the Library in 2025.
 - Besides their annual book sale that continues to benefit the Library, the *Flathead County Friends of the Library* supports the Library in many other ways: supporting the Homebound Program, by hosting an annual staff appreciation day, donating towards staff milestones & recognitions, and most recently through their volunteering in the summer launch program.
2. **00:04:25** November and December FY26 Financial Report- Dugan
 - Questions were taken from the written reports and discussed

00:07:36 Moved by Roedel "that we accept the November Financial Report as presented."

Seconded by Wheeler

No Public comment given

Motion passed unanimously

00:07:50 Moved by Wheeler "that we accept the December Financial Report as presented."

Seconded by Cuthbertson

No Public comment given

Motion passed unanimously

3. **00:15:18** Director's Report- Dugan
 - Discussed Marion holds numbers and feasibility.
 - Staff Leadership Development training with Diana Damron funded by the Library Foundation will be happening soon and hopefully an all staff day training will follow in June.
 - The Library is set to receive \$156,000 through a private donation. Discussion of a proper acknowledgement.
 - A possible Smart Locker for holds in Evergreen is being looked at with the Foundation donating the funds.

No Public comment given.

E. APPROVAL OF MINUTES:

1. **00:24:20** Regular Board Meeting Minutes, December 4th, 2025

00:24:40 Moved by Wheeler "to approve the December 4th Board meeting minutes as presented."

Seconded by Ingram

No Public comment given

Motion passed unanimously

2. **00:25:06** Facilities/PR Joint Work Session Minutes, January 14th, 2026

00:25:12 Moved by Cuthbertson "to approve the November 14th PR and Facilities joint work session minutes as presented."

Seconded by Roedel

No Public comment given

Motion passed unanimously

F. COMMITTEE REPORTS:

1. **00:25:41** Facilities Committee Report- Cuthbertson, Wheeler

- Preliminary Building Program presentation- w/ Honore Bray
- Discussed the need to have an additional 25% of undetermined space in the program's plan for things such as elevators, stairs, etc.
- Discussed an automated material handling system for the new library such as the Lyngsoe Systems.
- Wheeler presented a draft of a timeline for a new library.

No Public comment given.

2. **00:51:37** Policy Committee Report- Roedel, Adams

- Upcoming meeting: 1/28/2025 at 10:30am- *Service Animals, Fees & Payments, Security Cameras, Patron Conduct, and Meeting Room Use* policies will be reviewed.

3. **00:51:53** Personnel Committee Report- Ingram, Wheeler
 - Staff Retirement- Kelly Dougherty
 - 10-year Staff Milestone- Deidre McMullin
 - Discussed open positions: 2 open Material Handler positions, in process of interviewing for a Library Advisor position, and have hired for a PT Custodian position.
4. **00:58:26** Public Relations Committee Report- Roedel, Cuthbertson
 - Case for Support Brochure is now going to be completed with LSW through a grant.
5. **00:59:40** Budget and Finance Committee Update- Ingram, Adams
 - FY27 Budget planning updates: Next meeting 2/6 at 10 am
 - FY27 Budget planning calendar

No Public comment given

G. UNFINISHED BUSINESS:

1. **01:03:26** Capital Campaign Strategy options- Ingram, Dugan
 - Trustee Ingram recently visited with the Flathead Library Foundation and was informed of future projects the Foundation wish to undertake.
 - Ingram and Adams have plans to speak with School District Five's Superintendent Matt Jensen about their plans for the building the Library is currently housed in as it is owned by the School District.
 - Trustees discussed various capital campaign ideas from the hiring of a capital campaign manager to the hiring of a consultant company to move toward a capital campaign.

01:37:00 Moved by Adams "to contact Kevin Wallace from Campaign Counsel.org for consulting services to move toward a capital campaign."

Seconded by Wheeler

Public comment given

Motion passed unanimously

01:47:00 Moved by Wheeler "to request a representative from the Flathead Library Foundation to attend the Library Board of Trustees' monthly meetings."

Seconded by Ingram

Public comment given

Motion passed unanimously

H. NEW BUSINESS:

1. **01:47:33** Library Advisor Position FTE Adjustment- Dugan
 - Discussed updates to Library Advisors FTE position.

01:48:25 Moved by Cuthbertson "to approve to reallocate 15 hours of position 06050-014 retired, to position 6050-006 and post 17 hours open position."

Seconded by Wheeler
No Public comment given
Motion passed unanimously

2. **01:48:40** Library Advisor Job description updates- Dugan
 - Discussed changing the outdated ImagineIF language in the Library Advisor Job Description.

Public comment given on a separate matter.

01:56:00 Moved by Wheeler “to approve the change of the outdated ImagineIF language in the Library Advisor job description to Flathead County Library.”

Seconded by Roedel
No Public comment given
Motion passed unanimously

I. HOUSEKEEPING:

01:56:10 Comments from Trustees- Cuthbertson, Wheeler, Ingram, Adams

Next regular meeting, February 26th, 2026 at 9:00 am, at the Flathead County South Campus meeting room.

J. ADJOURN: Meeting adjourned at 11:06 am.