

**Flathead County Library Board of Trustees Meeting
Thursday, February 26th, 2026, 9:00 am**

**Library Meeting Room
MEETING MINUTES TIME LOG**

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

PUBLIC PRESENT: Margaret Davis, Valeri McGarvey, Mellissa Wood, Erica Wirtala, Gary Stevens

A. CALL TO ORDER: Board Chair Ingram 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. **00:02:10** Flathead Library Foundation Report- Erica Wirtala
 - The Foundation has a new logo and now has a full board.
 - Library giving day is 4/1.
 - The Foundation will be hosting a "Loud at the Library" event in the third week in April.
 - With grants from Applied Materials and the Whitefish Community Foundation, the Library Foundation will be purchasing Library hold lockers that will go outside of the Evergreen School building.
2. **00:11:00** Flathead County Friends of the Library Report- Mellissa Wood
 - Flathead County Friends of the Library group is in process of reaching out to other groups in the region to share best practices and ideas.
 - Curtis Brown has been voted in for a two-year term as the Vice-President of the Flathead County Friends of the Library.
 - The Friends are working with the Library to find an alternate location for the "book cabin" that is currently housed in one of the city's buildings.
 - Friends will be helping to support two programs/events this year:
 - Volunteering at the Foundation's "Loud at the Library" event.
 - Helping with the Library's Summer Experience launch in June.
3. **00:13:06** January FY26 Financial Report- Dugan
 - Questions were taken from the written reports and discussed

00:19:35 Moved by Adams "that we accept the January Financial Report as presented."

Seconded by Roedel

No Public comment given

Motion passed unanimously

4. **00:20:10** Director and Staff Reports- Dugan
 - Discussed Marion holds numbers and feasibility.
 - MLA conference is in Great Falls in April. Four staff members will be attending.
 - There have been lots of new library users.

No Public comment given.

E. APPROVAL OF MINUTES:

1. **00:25:20** Regular Board Meeting Minutes, January 22nd, 2026

00:25:45 Moved by Wheeler "to approve the January 22nd Board meeting minutes as presented."
Seconded by Adams
No Public comment given
Motion passed unanimously
2. **00:26:10** Policy Committee Work Session Minutes, January 28th, 2026

00:26:16 Moved by Wheeler "to approve the January 28th Policy Committee work session minutes as presented."
Seconded by Adams
No Public comment given
Motion passed unanimously
3. **00:26:40** Finance Committee Work Session Minutes, February 6th, 2026

00:26:55 Moved by Adams "to approve the February 6th Finance Committee work session minutes as presented."
Seconded by Ingram
No Public comment given
Motion passed unanimously
4. **00:27:12** Policy Committee Work Session Minutes, February 12th, 2026

00:27:15 Moved by Adams "to approve the February 12th Policy Committee work session minutes as presented."
Seconded by Wheeler
No Public comment given
Motion passed unanimously
5. **00:27:36** Facilities/PR Joint Work Session Minutes, February 12th, 2026

00:27:50 Moved by Wheeler "to approve the February 12th Facilities/PR joint work session minutes as presented."
Seconded by Adams
No Public comment given
Motion passed unanimously

6. **00:28:10** Personnel Committee Work Session Minutes, February 17th, 2026

00:28:30 Moved by Adams "to approve the February 17th Personnel Committee work session minutes as corrected."

Seconded by Ingram

No Public comment given

Motion passed unanimously

F. COMMITTEE REPORTS:

1. **00:29:15** Budget and Finance Committee Update- Ingram, Adams
- FY27 CIP Projects Update discussion.
 - Updated the Ford Transit Courier van for replacement in 2030.
 - Removed the CIP for Bigfork's parking lot as it has just been paved.
 - Discussed a CIP for a future Kalispell Library.
 - FY27 Preliminary Budget Discussion took place.

Public comment given

00:48:51 Moved by Adams " to approve the CIP proposals and budget for FY27."

Seconded by Roedel

No Public comment given

Motion passed unanimously

2. **00:54:30** Personnel Committee Report- Ingram, Wheeler
- **Director Annual Review Procedure Discussion took place.**
 - Trustees discussed the use of a simple Annual Evaluation form taken from the Montana State Library for the Director's annual review.
 - Library Director's review will be in a closed session next month.
 - **Director's Contract Extension Discussion took place.**
 - Director's current contract ends in one year.
 - Discussed an extension of the contract.
 - **Director's Succession Planning Discussion took place.**
 - Trustees will consider a side bar request for a Head Librarian position to assist in the start of institutional knowledge being moved forward.
 - **Emergency Succession Planning Discussion took place.**
 - The Personnel Committee will look further into an Emergency Succession Plan at their next meeting.
 - Next Personnel Committee meeting will take place on 3/12/26 at 2:30 pm.

01:00:00 Moved by Wheeler "to accept the new evaluation process for the Library Director's annual review."

Seconded by Roedel

No Public comment given

Motion passed unanimously

3. **01:00:30** Facilities/PR Committee Report- Cuthbertson, Wheeler

- The Draft *Preliminary Building Program* Document is a living document that will evolve.
- *LSW Architects* Kick Off Meeting was attended by 4 LSW staff, Library Foundation members, and Library staff where a live drawing was made that will be used in a draft for a Case for Support for a new Kalispell Library.
- The Facilities Committee discussed an LOI being scheduled with *Parkline/SHOP Development* that will then go into a Buy/Sell agreement.
- Next facilities meeting will be on 3/17/26 at 10am.

01:09:05 Moved by Wheeler “to accept the LSW grant and LSW’s services as outlined in the grant agreement.”

Seconded by Adams

No Public comment given

Motion passed unanimously

- On 2/25/26 Wheeler, Library Director, Flathead Library Foundation Vice President and Flathead Library Foundation Operations Manager, and the City of Kalispell Mayor met and discussed a future potential library in Kalispell.

4. **01:12:35** Policy Committee Report- Roedel, Adams

Service Animals, Fees & Payments, Security Cameras, Patron Conduct, Meeting Room Use, Technology Use, Bulletin Board Use, Borrowing Privileges and Naming Opportunities and Donor Recognition policies were reviewed this last month.

No Public comment given

G. UNFINISHED BUSINESS:

1. **01:14:52** *Campaign Counsel* Proposal Discussion-Ingram, Dugan

- Trustees discussed times, in-person, or via Zoom meeting with *Campaign Counsel*.

01:18:00 Moved by Wheeler “to have the meeting with *Campaign Counsel* in person on 3/16/26 in the morning.”

Seconded by Roedel

No Public comment given

Motion passed unanimously

2. **01:22:00** Vision of Capital Campaign Partnership with the Library Foundation- Ingram, Wheeler
 - Discussed the need for the Trustees to give the Foundation a clear idea of how the Trustees see their relationship with the Foundation going forward.
 - Discussed the idea of the Foundation taking on a leading role in the Capital Campaign for a Kalispell Library, and the possibility of the Library hiring a contracted Capital Campaign Director with possible funding by the Foundation.
 - Software needed for the management of donors for a Capital Campaign was discussed.
 - Discussion over the differentiation between fundraising and the design/build of a new Library.
 - The need for a Capital Campaign Manager/Project Manager/Owner's representative for the building of a new Library took place.
 - Discussion of developing an organizational chart after the meeting with *Campaign Counsel*.

Public comments given

3. **01:54:53** Discussion and Decision on Account Allocation for the Anticipated Gift Donation from the Library's late patron Donna Jean Smith. - Ingram, Dugan
 - A large donation is being given to the Library from the late patron Donna Jean Smith and will be placed into the 4020 Depreciation Fund.

01:57:00 Moved by Wheeler "to move this donation given by Donna Jean Smith into the Depreciation Fund once received."

Seconded by Roedel

No Public comment given

Motion passed unanimously

H. NEW BUSINESS:

1. **01:58:18** Approval for 4pm Early Closure at the Kalispell Library for *Loud at the Library*, Thursday, April 23rd, 2026.- Dugan

01:58:42 Moved by Adams "to approve the early closure at the Kalispell Library on Thursday, April 23rd, 2026 for the *Loud at the Library* event."

Seconded by Wheeler

No Public comment given

Motion passed unanimously

2. **01:59:10** Friends of the Library Thank You Letter From Trustees

01:59:29 Moved by Adams "to approve sending the thank you letter from the Trustees to the *Friends of the Library*."

Seconded by Ingram

No Public comment given

Motion passed unanimously

3. **02:00:30** Tamarack Federation Conference Discussion- April 24 & 25, 2026, North Lake County Library, Polson
 - Four Trustees and the Library Director will attend the Conference.
 - A Notice will go out to the public announcing that no Library business will be discussed at the conference and that this will be an educational opportunity that will satisfy the required training for the Trustees.

4. **02:02:47** *Meeting Room* Policy Update Discussion-
02:04:41 Moved by Adams "to approve the revised *Meeting Room* policy."
Seconded by Roedel
No Public comment given
Motion passed unanimously

5. **02:04:58** *Patron Conduct* Policy Update Discussion-
02:10:30 Moved by Ingram "to table the revised *Patron Conduct* policy for next month."
Seconded by Roedel
No Public comment given
Motion passed unanimously

6. **02:10:35** *Security Camera* Policy Reaffirmation Discussion-
02:10:45 Moved by Wheeler "to reaffirm the *Security Camera* policy."
Seconded by Adams
No Public comment given
Motion passed unanimously

7. **02:11:12** *Service Animal* Policy Update Discussion-
02:13:28 Moved by Wheeler "to approve the revised *Service Animal* policy as corrected."
Seconded by Roedel
No Public comment given
Motion passed unanimously

8. **02:13:44** *Fees and Payments* Policy Update Discussion
02:14:35 Moved by Adams "to approve the revised *Fees and Payments* policy and the revised *Library Fees Schedule*."
Seconded by Roedel
No Public comment given
Motion passed unanimously

9. **02:15:14** *Technology Use* Reaffirmation and Reformatted Policy Discussion-

02:15:26 Moved by Wheeler “to reaffirm and approve the reformatted *Technology Use* policy.”

Seconded by Adams

No Public comment given

Motion passed unanimously

10. **02:14:44** *Bulletin Board* Policy Reaffirmation Discussion-

02:15:48 Moved by Wheeler “to reaffirm the *Bulletin Board* policy.”

Seconded by Adams

No Public comment given

Motion passed unanimously

11. **02:16:32** *Borrowing Privileges* Policy Reaffirmation Discussion-

02:16:38 Moved by Adams “to reaffirm the *Borrowing Privileges* policy.”

Seconded by Wheeler

No Public comment given

Motion passed unanimously

12. **02:17:45** *Naming Opportunities and Donor Recognition* Policy Reaffirmation Discussion-

02:17:045 Moved by Adams “to reaffirm the *Naming Opportunities and Donor Recognition* policy.”

Seconded by Ingram

No Public comment given

Motion passed unanimously

I. HOUSEKEEPING:

02:18:35 Comments from Trustees- Cuthbertson, Wheeler, Ingram, Adams, Roedel

Next regular meeting, March 26th, 2026 at 9:00 am, at the Bigfork Library Campus Meeting Room.

J. ADJOURN: Meeting adjourned at 11:23 am.