

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

**Bigfork 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

**PUBLIC PRESENT:** Brad Wright, Hannah Shields (Daily Interlake), Sharon Furlong, Mellissa Wood

**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, Brad Wright

**D. REPORTS:**

1. **00:03:30** Flathead Library Foundation Report- Sharon Furlong
  - *LOUD at the Library* is on April 23<sup>rd</sup> from 5:30-8:30pm with music by *Hotdayum*.
2. **00:04:30** Flathead County Friends of the Library Report- Mellissa Wood
  - Book sorting has been happening for the Fall sale.
  - The Friends will be helping with *LOUD at the Library*.
  - The future of the cabin is still being considered by the city of Kalispell.

3. **00:06:23** February FY26 Financial Report- Dugan
  - Questions were taken from the written reports and discussed

**00:13:32 Moved by Cuthbertson** "that we accept the February Financial Report as presented."

**Seconded by Adams**

**No Public comment given**

**Motion passed unanimously**

4. **00:14:00** Director and Staff Reports- Dugan
  - Kalispell's facility maintenance has calmed down a bit for this month.
  - Library Director met with administration from Evergreen schools to look at a Holds locker at the Evergreen school location. The Foundation will be raising money to fund this project.

**No Public comment given.**

**E. APPROVAL OF MINUTES:**

1. **00:16:52** Regular Board Meeting Minutes, February 26th, 2026

**00:17:01 Moved by Adams** "to approve the February 26<sup>th</sup> Board meeting minutes as presented."

**Seconded by Wheeler**

**No Public comment given**

**Motion passed unanimously**

2. **00:17:31** Personnel Committee Work Session Minutes, March 12<sup>th</sup>, 2026

**00:17:44 Moved by Wheeler** "to approve the March 12<sup>th</sup> Personnel Committee work session minutes as presented."

**Seconded by Roedel**

**No Public comment given**

**Motion passed unanimously**

3. **00:18:10** Facilities Committee Work Session Minutes, March 17<sup>th</sup>, 2026

**00:18:20 Moved by Cuthbertson** "to approve the March 17<sup>th</sup> Facilities work session minutes as presented."

**Seconded by Roedel**

**No Public comment given**

**Motion passed unanimously**

4. **00:18:45** Board of Trustees Capital Campaign Work Session with Campaign Counsel Minutes, March 16<sup>th</sup>, 2026

**00:19:05 Moved by Adams** "to approve the March 16<sup>th</sup> Board of Trustees work session minutes as presented."

**Seconded by Roedel**

**No Public comment given**

**Motion passed unanimously**

#### **F. COMMITTEE REPORTS:**

1. **00:19:34** Budget and Finance Committee Update- Ingram, Adams
- Administrative Review – April 21<sup>st</sup> at 1pm where the FY27 Library budget will be looked line by line.
  - Commissioner Review- May 6<sup>th</sup> at 10:45am

**No Public comment given**

2. **00:21:22** Personnel Committee Report- Ingram, Wheeler
- During the last month the Personnel Committee worked on the *Director's Annual Evaluation*, the *Director's Contract Extension*, the *Emergency Succession Plan*, and the possibility of a new Library position.
  - Next meeting is on 4/16/26 at 11 am.

3. **00:22:00** PR Committee- Roedel, Cuthbertson
- Did not meet this month.

**No Public comment given**

4. **00:22:20** Policy Committee Report- Roedel, Adams

- *Patron Conduct* Policy recently reviewed.

**No Public comment given**

5. **00:23:20** Facilities Committee Report- Cuthbertson, Wheeler

- Reviewed the Timeline for the Kalispell Library Project.
- The Predesign Work Project timeline with LSW was reviewed.
- Library Director and some staff met with LSW for a follow-up on the StoryForm, Guiding principles, and the initial site analysis. Public participation was suggested during the ongoing predesign process.
- LSW can assist with guidance on the Library's building program.

**Public comment given**

**G. UNFINISHED BUSINESS:**

1. **00:34:50** *Patron Conduct* Policy- Adams, Roedel, Ingram

- *Patron Conduct* Policy was discussed.
- Additional wording to be added to the policy after visiting with the County Attorney.
- Additional wording to be added in regard to the viewing of pornography on Library premises.

**Public comment given**

**00:44:15 Moved by Roedel** "to add an additional line item after #3 that states unacceptable behavior includes 'the viewing of pornography on Library premises.'"

**Seconded by Adam**

**Public comment given**

**Motion passed unanimously**

- Further discussion by Trustees of #8, unconcealed weapons in the Library.

**00:47:26 Moved by Ingram** "to approve the *Patron Conduct* policy with revised language and that the following modified language be used to replace the language in #8 regarding unacceptable behavior in the Library under the current *Patron Conduct* policy."

*Unconcealed weapons in the library. This restriction does not apply to lawful concealed carry where permitted by Montana law (MCA 45-8-351 and 45-8-352). (A weapon is defined as an instrument, article, or substance that, regardless of its primary function, is readily capable of being used to produce death or serious bodily injury [MCA 45-2-101 Subsection 79]).*

**Seconded Adams**

**No Public comment given**

**Motion passed unanimously**

## H. NEW BUSINESS:

1. **00:48:11** Response to Community Member Formal Complaint- Wheeler
  - Wheeler has no interest in defaming a community member.
  - The Library is still in the planning stages for a new Library.
  - No legally binding contracts or drawings have been signed or completed at this time.
  - Trustee discussed the possibility that this complaint could just be a misunderstanding of where the Trustees are in the process.
  - Appreciation was given that a community member brought their concerns to the Trustees.
  - Trustee stated wishes that community members would bring concerns "more as an advocate instead of as an antagonist."

**01:49:56** Moved by Wheeler to motion a statement that "we appreciate community member input and communication, but the Flathead County Library Board of Trustees has investigated and found the accusations of unethical behavior in the formal complaint on March 5<sup>th</sup>, 2026 to be without merit."

**Seconded Cuthbertson**

Further discussion by Trustees regarding lot size, parking, conceptual drawings, a buy/sell agreement, an LOI, open meeting laws, and transparency for a new Kalispell Library.

**No Public comment given**

**Motion passed unanimously**

2. **01:15:00** Marion Library Agreement Discussion- Dugan

- Holds pickup stats for the Marion School was discussed.
- Cost analysis per hold is about \$33.10.
- On average, the Library serves about 2-3 patrons a month in Marion.
- Discussion of the need for a volunteer to complete the holds pickup.
- Discussion of Marion Library Agreement termination July 1<sup>st</sup>, 2026.
- Discussion of a holds Book Locker in rural areas.

**01:17:00** Moved by Wheeler "to inform the Marion School Board of Trustees of the Flathead County Library Trustees decision to terminate the Marion Library Agreement for extension services to Marion School Library."

**Seconded Adams**

**No Public comment given**

**Discussion of letter to be drafted to the Marion School Board.**

**Motion passed unanimously**

3. **001:23:19** Closure for All Staff Day- Dugan
  - All staff day training on June 1<sup>st</sup>, 2026.

**01:23:44** Moved by Adams "to approve the closure of all library locations on June 1<sup>st</sup>, 2026 for Staff Day Training."

**Seconded Roedel**

**No Public comment given**

**Motion passed unanimously**

4. **01:25:00** *Open the Bigfork Library for Program Event-* Dugan

- **Library event at the Bigfork Library.**

**01:26:50 Moved by Wheeler** “to approve the opening of the Bigfork Library on June 27<sup>th</sup>, 2026 from 4-6 pm for a Library Program event.”

**Seconded by Roedel**

**No Public comment given**

**Motion passed unanimously**

5. **01:28:03** *Professional Organization Membership discussion* – Cuthbertson, Roedel

- Discussion took place of options for Trustee/Institutional Memberships.

**No Public comment given**

6. **01:32:56** Approval for Feasibility Study, Consultation and Discuss Funding Options-Ingram

- Discussed Feasibility Study, Capital Campaign, Consultation Firms, possibility of a Bond, and a possible formal request to the Foundation for funding support.

**02:06:35 Moved by Wheeler** “for the Trustees to send a formal letter to the Foundation for funding support for a Feasibility Study of up to \$35,000.”

**Seconded by Cuthbertson**

**Public comment given**

**Motion passed unanimously**

**02:15:00 Moved by Ingram** “for the Library Director to establish a presentation with Brandraise either by Zoom or in person for Trustees and community members to interact with Brandraise.”

**Seconded by Adams**

**No Public comment given**

**Motion passed unanimously**

7. **02:19:18** *Emergency Succession Plan*-Ingram, Wheeler

- Trustees discussed the Emergency Succession Plan and its placement.

**02:31:53 Moved by Wheeler** “to accept the *Emergency Succession Policy* as amended, with its placement to be in the policies folder.”

**Seconded by Ingram**

**No Public comment given**

**Motion passed unanimously**

8. **02:32:06** *Open Library Trustee Discussion*

- Process of posting open trustee positions was discussed.
- Posting in April.
- Applications through April, interviews in May by the Commissioners, with a decision made by June.

**I. 02:33:00 Closed Executive Session:**

- Closed for the Library Director's Annual Evaluation.

**02:33:00 Moved by Ingram "to close the session at 11:41 am for the closed session."**

**Seconded by Adams**

**No Public comment given**

**Motion passed unanimously**

**02:34:00 Moved by Ingram "to reopen the meeting at 12:26 pm."**

**Seconded by Adams**

**No Public comment given**

**Motion passed unanimously**

**J. 02:34:00 Re-open the Meeting**

1. **02:34:35** Approval of Library Director's Evaluation- Ingram, Wheeler

**02:34:44 Moved by Adams "to allow the chair to sign the Library Director's Evaluation as created based upon the commentary received during closed session."**

**Seconded by Roedel**

**No Public comment given**

**Motion passed unanimously**

2. **02:35:10** Approval of the Library Director's Contract Extension- Ingram, Wheeler

- Discussion of the Library Director's Contract extension was evaluated during closed session.

**02:35:18 Moved by Cuthbertson "to approve the chair to extend the contract extension to Teri Dugan as Library Director and for the chair to sign the Director's contract extension."**

**Seconded by Wheeler**

**No Public comment given**

**Motion passed unanimously**

3. **02:36:26** Consideration of new Library Position and Funding-Ingram, Wheeler
- Discussed the addition of a Head Librarian Position.
  - Trustees considered a Head Librarian position to assist in the start of institutional knowledge being moved forward.

**02:37:40 Moved by Adams** "to approve a new Head Librarian position to be funded at Grade 36."

**Seconded by Wheeler**

**No Public comment given**

**Motion passed unanimously**

- Further discussion of the funding and the start date for the Head Librarian position.
- Start date of July 1<sup>st</sup>, 2026 was discussed.
- This would be a reclassification, so no sidebar or County approval would be needed.

**02:45:00 Moved by Ingram** "to create a sidebar request for a grade 27 employee with job description and title to be determined with a start date anticipated of 1/1/2027."

**Seconded by Wheeler**

**No Public comment given**

**Motion passed unanimously**

**02:47:40 Moved by Wheeler** "to approve the new Head Librarian position to start on 7/1/2026."

**Seconded by Roedel**

**No Public comment given**

**Motion passed unanimously**

**K. HOUSEKEEPING:**

**02:48:30 Comments from Trustees-** Wheeler, Ingram, Adams, Roedel

**Next regular meeting,** April 24<sup>th</sup>, 2026 at 9:00 am, South Campus Conference Room.

**L. ADJOURN:** Meeting adjourned at 12:43 pm.