

**Flathead County Library Board of Trustees Meeting  
Thursday, April 23rd, 2026, 9:00 am**

**South Campus 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:** Margaret Davis, Erica Wirtala

**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.**

- Margaret Davis, Erica Wirtala

**D. REPORTS:**

1. **00:03:30** Flathead Library Foundation Report- Erica Wirtala
  - *LOUD at the Library* is tonight from 5:30-8:30pm with music by *Hotdayum*.
  - This week is National Library Week and the theme is *JOY*.
  - The Foundation has authorized up to \$35,000 to the Library for a Feasibility Study for a new Kalispell Library.

2. **00:04:30** Flathead County Friends of the Library Report-
  - Not present.

3. **00:05:27** March FY26 Financial Report- Dugan
  - Questions were taken from the written reports and discussed
  - Public Comment

**00:17:25 Moved by Cuthbertson** "that we accept the March Financial Report as presented."

**Seconded by Wheeler**

**Public comment given**

**Motion passed unanimously**

4. **00:21:01** Director and Staff Reports- Dugan
  - Marion School discussion with the school possibly getting volunteers for drop off and holds pickup.
  - Discussion of the Scouts projected project at the Bigfork Library's outdoor space.
  - Kudos given to Library staff for bringing in all of the Adult programming and the increase shown in Teen and Children's programming attendance.

**No Public comment given.**

**E. APPROVAL OF MINUTES:**

1. **00:37:35** Regular Board Meeting Minutes, March 26th, 2026  
**00:38:01 Moved by Adams** "to approve the March 26<sup>th</sup> Board meeting minutes as amended."  
**Seconded by Roedel**  
**No Public comment given**  
**Motion passed unanimously**
2. **00:39:09** Policy Committee Work Session Minutes, March 30th, 2026  
**00:39:12 Moved by Adams** "to approve the March 30<sup>th</sup> Policy Committee work session minutes as presented."  
**Seconded by Cuthbertson**  
**No Public comment given**  
**Motion passed unanimously**
3. **00:39:44** Trustees Work Session w/BrandRaise Minutes, April 15th, 2026  
**00:40:23 Moved by Adams** "to approve the April 15<sup>th</sup> Trustees work session minutes as presented."  
**Seconded by Cuthbertson**  
**No Public comment given**  
**Motion passed unanimously**
4. **00:40:36** Personnel Committee Work Session Minutes, April 16th, 2026  
**00:40:40 Moved by Wheeler** "to approve the April 16<sup>th</sup> Personnel Committee work session minutes as presented."  
**Seconded by Roedel**  
**No Public comment given**  
**Motion passed unanimously**
5. **00:41:13** Facilities Committee Work Session Minutes, April 16th, 2026  
**00:41:29 Moved by Cuthbertson** "to approve the April 16<sup>th</sup> Facilities Committee work session minutes as presented."  
**Seconded by Adams**  
**No Public comment given**  
**Motion passed unanimously**

## F. COMMITTEE REPORTS:

1. **00:41:52** Budget and Finance Committee Update- Ingram, Adams
  - Administrative Review – On April 21<sup>st</sup> at 1pm the FY27 Library budget was looked at line by line and accepted without changes.
  - Sidebars were discussed.
  - Commissioner Review- May 6<sup>th</sup> at 10:45am in the Commissioner's office.

**No Public comment given**

2. **00:44:59** Personnel Committee Report- Ingram, Wheeler
  - During the last month the Personnel Committee worked on the the *Emergency Succession Plan*, Head Librarian position and the possibility of a new Library position.

**No Public comment given**

3. **00:46:15** PR Committee- Roedel, Cuthbertson
  - Did not meet this month.

**No Public comment given**

4. **00:46:36** Policy Committee Report- Roedel, Adams
  - *Collection Development Policy* was reviewed.

**No Public comment given**

5. **00:47:17** Facilities Committee Report- Cuthbertson, Wheeler
  - Discussion of setbacks if the unbuildable area were or were not included in the mall property for a new Kalispell Library.
  - An LOI will be written to be finalized in May of 2026.
  - The Predesign Work Project timeline with LSW was reviewed.
  - Excitement of a Feasibility Study for a new Library was discussed.
  - Next Facilities Committee work session will be on 5/15/26 at 2:30 pm.

**Public comment given**

## G. UNFINISHED BUSINESS:

1. **00:41:52** Approval of Completed Emergency Succession plan-
  - Discussion of Emergency Succession Plan wording.

**01:10:00 Moved by** "Wheeler to approve the *completed Emergency Succession Plan* as amended."

**Seconded by Cuthbertson**

**No Public comment given**

**Motion passed unanimously**

2. **01:10:50** Capital Campaign Funding Options and Consultant Selection-
  - Trustees discussed options between selecting *Campaign Counsel* or *BrandRaise* for a Feasibility Study as well as for a long-term Capital Campaign.

**Public comment given**

**01:45:00 Moved by** "Cuthbertson to hire BrandRaise for a Campaign Readiness/Feasibility Study."

**Seconded by Adams**

**No Public comment given**

**Further discussion by Trustees**

**Motion passes 4-1 with Roedel abstaining**

**H. NEW BUSINESS:**

1. **02:01:30** Head Librarian Job Description- Wheeler
  - Discussion of the Head Librarian position and job description.

**02:10:00 Moved by Cuthbertson "to approved the job description for the Head Librarian position as amended."**

**Seconded by Adams**

**No Public comment given**

**Motion passed unanimously**

2. **02:17:14** Sidebars for FY27- Ingram, Adams
  - Discussed Sidebar considerations.

**02:23:25 Moved by** Adams "to ask for sidebars: \$2,700,000 Land Purchase for Future Kalispell Library, \$27,000 Closing Costs for Mall Property for Future Kalispell Library, \$200,000 Earnest Money to Enter into Buy/Sell Agreement for Future Kalispell Library Land, \$10,000 for Appraisal for Property, \$15,000 for Geotechnical Study.

**Seconded by Cuthbertson**

**No Public comment given**

**Motion passed unanimously**

3. **002:29:50** Open Trustee Position Posting Updates- Dugan
  - Ingram's term ends in June of 2026.
  - One application has been received.
  - Posting stays open until 5/8/26 with the Library Board appointment on 6/25/26.
4. **02:31:00 FTE Adjustment for Library Advisor Position-** Dugan
  - Seeking permission to combine Library Advisor position 06050-018 with vacant position 06050-010 to create a FT position.

**02:31:54 Moved by Roedel "to combine the 2 part-time positions into 1 FTE Library Advisor position."**

**Seconded by Cuthbertson**

**No Public comment given**

**Motion passed unanimously**

5. **02:32:46** *Collection Development and Management Policy* – Roedel, Adams
- Trustees discussed the *Collection Development and Management Policy*.
  - Policy committee will further review the policy at their next meeting.

**02:33:00 Moved by Roedel** “to table the policy for further review.”

**Seconded Wheeler**

**No Public comment given**

**Motion passed unanimously**

6. **02:34:20** Patron Conduct Policy-Dugan
- Trustees discussed adding language that would inhibit overnight parking in the Bigfork parking lot as well as adding language that would limit the charging of certain types of batteries in the Library.
  - The *Patron Conduct* policy will be reviewed at the next Policy Committee work session.

**No Public comment given**

7. **02:38:33** *Tamarack Federation*-Ingram

- Members of the Library Board of Trustees and the Library Director will attend the *Tamarack Spring Federation* meeting on April 24-25 at the Polson Library. This meeting has been posted to the Library’s website. (A quorum of trustees may be present, but no library or county business will be conducted during this session.)
- Trustees discussed ideas and questions to bring to the meeting.

#### **I. HOUSEKEEPING:**

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

- *Loud at The Library*, April 23<sup>rd</sup>, 5:30-8:30, Flathead County Library, Kalispell.
- *Tamarack Spring Federation* Meeting, April 24-25, Polson Library

**Next regular meeting**, May 28<sup>th</sup>, 2026 at 9:00 am, South Campus Conference Room.

#### **J. ADJOURN:** Meeting adjourned at 11:56 pm.