Flathead County Library Board of Trustees Meeting
Thursday, May 28th, 2026, 9:00 am

South Campus Meeting Room
MEETING MINUTES TIME LOG
(Note time stamps in the minutes due to representative availability.)

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

PUBLIC PRESENT: Ken Fielder, Hannah Shields (Daily Interlake), Julia Maxwell, Valeri McGarvey, Sharon Furlong (Library Foundation)

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.

- None

D. REPORTS:

1. **01:15:52** Flathead Library Foundation Report- Sharon Furlong
   - Between *Loud at the Library* and *Library Giving Day*, the Foundation cleared $23,000.
   - $10,000 was given from the Whitefish Community Foundation towards the Smartbook Lockers.
   - $3,000 was given from Town Pump towards the Summer Reading program.
   - The Foundation is gearing up to participate in the Great Fish Challenge.

2. **00:01:00** Flathead County Friends of the Library Report- Ken Fielder
   - Friends will provide lunch for the Library staff at their all-staff meeting.
   - Friends will volunteer at the Play Expo in Kalispell.
   - Other Friends' groups throughout the state will be contacted to see how they operate.

3. **00:03:09** April FY26 Financial Report- Dugan
   - Questions were taken from the written reports and discussed
   - **No Public Comment**

   00:09:52 Moved by Cuthbertson "that we accept the April Financial Report as presented."
   Seconded by Adams
   Public comment given
   Motion passed unanimously

4. **00:10:10** Director and Staff Reports- Dugan
   - Smartbook Lockers will be placed at Evergreen Middle School.
   - Working with LSW.
   - Looking at online presence and circulation.

No Public comment given.

E. APPROVAL OF MINUTES:

1. **00:15:00** Regular Board Meeting Minutes, April 23rd, 2026

   00:15:10 Moved by Cuthbertson "to approve the April 23rd Board meeting minutes as corrected."
   Seconded by Wheeler
   No Public comment given
   Motion passed unanimously

2. **00:17:40** Policy Committee Work Session Minutes, May 5th, 2026

   00:17:53 Moved by Adams "to approve the May 5th Policy Committee work session minutes as presented."
   Seconded by Cuthbertson
   No Public comment given
   Motion passed unanimously

3. **00:18:19** Facilities Committee Work Session Minutes, May 15th, 2026

   00:18:22 Moved by Wheeler "to approve the May 15th Facilities Committee work session minutes as presented."
   Seconded by Cuthbertson
   No Public comment given
   Motion passed unanimously

F. COMMITTEE REPORTS:

1. **00:18:55** Budget and Finance Committee Update- Ingram, Adams
   - FY27 Library budget review was discussed.

   No Public comment given

2. **00:20:59** Personnel Committee Report- Ingram, Wheeler
   - Director succession Plan- The Personnel Committee will be meeting next month to discuss the plan.

   No Public comment given

3. **00:21:32** PR Committee- Roedel, Cuthbertson
   - Did not meet this month.

   No Public comment given

4. **00:22:37** Policy Committee Report- Roedel, Adams
   - *Collection Development Policy* was reviewed this month.
   - *Patron Conduct* policy was reviewed this month.

   No Public comment given

5. **00:23:01** Facilities Committee Report- Cuthbertson, Wheeler

- Kalispell project updates- The timeline was updated.
- An LOI was discussed.
- Trustees discussed BrandRaise and LSW's needs.

No public comment given

G. UNFINISHED BUSINESS:

1. **00:24:55** Library Board Trustee Recommendation to the County Commissioners-
    - Dave Ingram commented as a patron running for the upcoming open Board position.
    - Discussion of Trustees' recommendations.

    00:29:30 Moved by Adams "to make the recommendation of Trustee Ingram to the County Commissioners for the Library Board of Trustees."
    Seconded by Roedel
    No Public comment given
    Motion carries with four in favor, and Trustee Ingram abstaining.

2. **00:30:04** Collection Development and Management Policy-

    - Discussion took place of changes made in the Collection Development policy.

    Public comment given

    00:36:21 Moved by Cuthbertson "to approve the recommended *Collection Development and Management* Policy as amended."
    Seconded by Roedel
    Public comment given
    Motion passed unanimously

3. **00:36:51** Patron Conduct Policy-
    - Discussion took place of changes made in the *Patron Conduct* policy.

    00:40:31 Moved by Wheeler "to approve the *Patron Conduct* policy as amended."
    Seconded by Cuthbertson
    No Public comment given
    Motion passed unanimously

    01:24:00 Moved by Roedel to pause the meeting for a 10-minute break.
    Seconded by Wheeler
    Motion passed unanimously

    At 10:29 am the Meeting reconvened.

H. NEW BUSINESS:

1. **01:26:00** Draft Letter of Intent Discussion/Timeline Kalispell Library/Timeline Evergreen Smartbook locker- Wheeler, Cuthbertson
    - Proposed LOI to send to SHOP/Parkline Partners was discussed.
    - Reviewed working draft timeline for a new Kalispell library.
    - Reviewed the timeline for the Evergreen Smartbook locker.
    - Discussed the LOI with the Library's realtor, Wendy Brown.

03:01:36 **Moved by Cuthbertson "**to authorize the Board Chair to sign the LOI as edited."
Seconded by Wheeler
No Public comment given
Motion passed unanimously

2. **00:49:10** Trustee Participation in CTY check-ins - Ingram
    - Discussed options for the Trustees to regularly share updates with the County.

00:59:53 **Moved by Wheeler** "to have monthly check-ins with the County Commissioners attended by PR or other Committee Board Members and the Library Director."
Seconded by Cuthbertson
No Public comment given
Motion passed unanimously

3. **000:41:30** Holds pick up location at Marion School-
    - Discussion with Marion School representatives on options for holds delivery service.
    - Marion School currently has 4 volunteers that will pickup and drop off materials.
    - Marion School will promote the opportunity and a volunteer will complete the pickup and dropping off of materials.

00:46:10 **Moved by Ingram** "for the Director and a Marion School representative to create a document (MOU) for collaboration."
Seconded by Wheeler
No Public comment given
Motion passed unanimously

4. **01:01:00** *Tamarack Federation Spring Meeting updates-*
    - The Bitterroot Library Representative presented on Social Media and Libraries.
    - Cuthbertson was voted in as VP for the Tamarack Federation.

5. **01:08:38** Trustee Participation in BrandRaise Campaign Readiness Study meetings – Roedel, Adams
    - BrandRaise representatives are tentatively planning a meeting in Kalispell on 7/13 and 7/14.

I. HOUSEKEEPING:

03:02:30 Comments from Trustees- Wheeler, Ingram, Adams, Roedel

Next regular meeting, June 25th, 2026 at 6:30 pm, South Campus Conference Room.

J. ADJOURN: Meeting adjourned at 12:10 pm.