

**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 5<sup>th</sup> 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 15<sup>th</sup> 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.

DRAFT