

**Flathead County Library Board of Trustees Meeting
Thursday, June 25th, 2026, 6:30 pm**

**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: Hannah Shields (Daily Interlake), Erica Wirtala (Library Foundation)

A. CALL TO ORDER: Board Chair Ingram called the meeting to order at 6:30 pm.

B. PLEDGE OF ALLEGIANCE

C. OPEN TIME FOR PERSONS TO ADDRESS THE BOARD ON MATTERS WITHIN THE BOARD'S JURISDICTION.

- None

D. REPORTS:

1. **00:01:00** Flathead Library Foundation Report- Erica Wirtala
 - The 2026/2027 budget has been approved.
 - The Foundation has been accepted to participate in the Great Fish Challenge.
 - The Foundation is excited about participating with BrandRaise.
 - The Foundation is set to donate \$80,000 this year to the Library, with \$30,000 of that going towards the book locker that will be purchased and installed in Evergreen.
2. **00:16:30** Flathead County Friends of the Library Report- Written notes provided by Jill Carlberg and read by Dugan.
 - Friends recently hosted and supplied a Staff Appreciation Lunch for the Library.
 - Several members volunteered to support the Summer Expos in Kalispell and Columbia Falls.
 - Friends have formed a small group to plan and lead our efforts during National Friends of the Library Week, October 18-24:
 - Exploring ways to increase awareness and membership for our organization.
 - Seeking to combine membership drives with a celebration for our libraries.
 - Still awaiting word from the City of Kalispell on our book cabin.
 - The Friends Book Sale will be held September 18-20, 2026 at the Kalispell Center Mall.
3. **00:30:00** May FY26 Financial Report- Dugan
 - Questions were taken from the written reports and discussed

No Public Comment given

00:30:10 Moved by Cuthbertson "that we accept the May Financial Report as presented."

Seconded by Adams
No Public comment given
Motion passed unanimously

4. **00:30:58** Director and Staff Reports- Dugan
 - The Summer Reading Program is in full swing.
 - Still looking to fill a PT Materials Handler position.
 - Looking into participating in the Fair Parade held in August.**No Public comment given.**

E. APPROVAL OF MINUTES:

1. **00:43:45** Regular Board Meeting Minutes, May 28th, 2026
00:44:10 Moved by Wheeler "to approve the May 28th Board meeting minutes."
Seconded by Adams
No Public comment given
Motion passed unanimously
2. **00:45:10** Facilities Committee Work Session Minutes, June 8th, 2026
00:45:21 Moved by Cuthbertson "to approve the June 8th Facilities Committee work session minutes as corrected."
Seconded by Roedel
No Public comment given
Motion passed unanimously
3. **00:46:25** Public Relations Committee Work Session Minutes, June 8th, 2026
00:46:59 Moved by Wheeler "to approve the June 8th Public Relations Committee work session minutes as corrected."
Seconded by Cuthbertson
No Public comment given
Motion passed unanimously

F. COMMITTEE REPORTS:

1. **00:47:21** Budget and Finance Committee Update- Ingram, Adam
 - Sidebar requests were all declined by the County.
 - FY26 matching funds will be discussed later in this meeting.
 - FY27 match opportunity has been extended into the next fiscal year.
 - FY27 cost-of-living wage increase of 2.15% that will be paid by the County.**No Public comment given**
2. **00:47:30** Personnel Committee Report- Ingram, Wheeler
 - Did not meet this month.**No Public comment given**

3. **00:47:37** Policy Committee Report- Roedel, Adams
 - Did not meet this month.**No Public comment given**
4. **00:48:00** PR Committee- Roedel, Cuthbertson
 - Trustees Roedel and Cuthbertson attended the monthly meeting with the County Commissioners.
 - During this month's work session, the PR Committee discussed strategies for measuring the social media impact on circulation.**No Public comment given**
5. **00:51:18** Facilities Committee Report- Cuthbertson, Wheeler
 - During this month's work session, the Facilities Committee discussed possible location options for a new Kalispell Library.
 - Timeline for a Kalispell Library was reviewed.**No public comment given**

G. UNFINISHED BUSINESS:

1. **00:56:00** Credit Card Fees at the Library
 - Discussed possible options for credit card fees.

01:07:30 Moved by Ingram "to remove the credit card fees and increase the cost of a black and white copy to fifteen cents single-sided, while keeping the color copies at fifty cents single-sided."
Seconded by Roedel
Further discussion
No Public comment given
Motion passed with 4 in favor and Wheeler in opposition
2. **01:18:30** County Matching Funds-
 - Discussion took place looking at approving funds to County Match Fund 4029.**No Public comment given**

01:19:00 Moved by Adams "that the Flathead County Library deposit the \$125,000 into the 4029 Fund matching the County offer for the construction of a new Library."
Seconded by Roedel
No Public comment given
Motion passed unanimously
3. **01:22:30** Marion School Agreement on Holds Pick-up Location-
 - Library Director is working on the agreement with the new administrator of Marion School.
4. **01:25:25** Campaign Readiness Study with BrandRaise
 - Kick-off event for study scheduled for July 13 and 14 in person at the Library meeting room.
 - Discussed weekly meeting attendance.

5. **01:33:50** Library Board Appointment Announcement- Cuthbertson
 - Announcement was made that Dave Ingram has been appointed to the Library Board of Trustees for another year.

H. NEW BUSINESS:

1. **01:33:50** Draft MOU with Evergreen School District for Smart Locker partnership.
 - Trustees reviewed the Draft MOU before it is sent to Evergreen School District.

01:44:14 Moved by Ingram "to approve sending the *MOU* as amended to Evergreen School District for review."

Seconded by Cuthbertson

No Public comment given

Motion passed unanimously

2. **01:45:45** Classics Collection Status
 - Trustees reviewed current list of Classics and looked at opportunities to expand the collection.

I. HOUSEKEEPING:

02:00:00 Comments from Trustees- Wheeler, Ingram, Roedel, Cuthbertson

BrandRaise Kick Off Meeting: July 13 and 14, Library Meeting Room.

Next regular meeting, July 23rd, 2026 at 6:30 pm, South Campus Conference Room.

J. ADJOURN: Meeting adjourned at 8:32 pm.