Flathead County Library Board of Trustees Meeting
Thursday, August 27th, 2026, 6:30 pm

South Campus Meeting Room
MEETING MINUTES TIME LOG

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

PUBLIC PRESENT: Erica Wirtala (Foundation), Hannah Shields (Daily Interlake), Wendy Brown (Realtor)

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. **00:00:48** Flathead Library Foundation Report- Erica Wirtala
   - Foundation is actively participating in the Great Fish Community Challenge.
   - Launch event was held August 11 at Range Rider Stadium.
   - Current fundraising total: approximately $15,000.
   - Foundation needs $25,000 to qualify for matching funds.
   - Their goal is to support children's, teens, and adult programming.
   - The Foundation has received several recent grant awards: $10,000 from the Laura G. Barrett Endowment for summer and annual programs, $7,000 from Applied Materials for summer experiences, and $8,500 from Headwaters Foundation for the Evergreen Locker project.

   No Public Comment given

2. **00:09:35** Flathead County Friends of the Library Report- Dugan, Edmundson
   - Friends are preparing for the upcoming book sale.
   - Friends-branded T-shirts are being ordered.
   - Storage unit plans remain undecided, although books will be removed following the upcoming sale.
   - The Friends Book Sale will be held September 18-20, 2026 at the Kalispell Center Mall.
   - Trustees were encouraged to volunteer for book sale shifts.

   No Public Comment given

3. **00:11:14** FY26 Final June Financial Report- Dugan
   - Questions were taken from the written reports and discussed

   No Public Comment given

00:27:00 Moved by Adams "that we accept the June Financial Report as presented."

DRAFT

Seconded by Roedel
No Public comment given
Motion passed unanimously

4. **30:20:00** Director and Staff Reports- Dugan
    - Close to 140 survey responses have been received.
    - Suggestion were made to have a booth at the NWMT Fair again next year but with two people present for staffing the booth: one staff member along with one volunteer from either the Board of Trustees, the Foundation, or the Friends.

No Public comment given

E. APPROVAL OF MINUTES:

1. **00:32:28** Regular Board Meeting Minutes, July 23rd, 2026

00:33:50 Moved by Wheeler "to approve the July 23rd Board meeting minutes as corrected."
Seconded by Adams
No Public comment given
Motion passed unanimously

2. **00:35:00** Personnel Committee Work Session Minutes, August 12th, 2026

00:35:20 Moved by Wheeler "to approve the August 12th Personnel Committee work session minutes."
Seconded by Ingram
No Public comment given
Motion passed unanimously

F. COMMITTEE REPORTS:

1. **00:35:37** Public Relations Committee- Roedel, Cuthbertson
    - The committee will be looking at the development of a wrap for the Evergreen Smart Locker.
    - Discussion took place of the possibility of a wrap cover for protection of vandalism.
    - A smaller FCL banner to be used for events was discussed.
    - Dugan and Ingram attended the check-in with the County Commissioners and discussed the Feasibility Study. The next check-in is on 9/10/26 at 9:15 am.

No Public comment given

2. **00:44:15** Policy Committee Report- Roedel, Adams
    - Did not meet this month.

No Public comment given

3. **00:44:40** Personnel Committee Report- Ingram, Wheeler
    - Personnel Committee met and discussed a *Succession Plan* for the selection of a Library Director and an *Institutional Knowledge Continuity Plan* being two separate plans.

No Public comment given

DRAFT

4. **00:46:28** Budget and Finance Committee Update- Ingram, Adam
    - Discussed Year end transfer to 4020

    00:47:32 Moved by Ingram "that the Board would approve the retroactive transfer from the operating budget to the depreciation fund as directed by the County Finance Director."
    Seconded by Adams
    No Public comment given
    Motion passed unanimously

5. **00:48:41** Facilities Committee Report- Cuthbertson, Wheeler
    - Discussion took place of possible properties for a Kalispell Library.
    - Discussed the status of the LOI with *SHOP Development*.
    - SHOP Development group is enthusiastic about having a library be a part of their development at the mall property.

    01:01:00 Moved by Wheeler "to approve the amended LOI, sign it, and send it on to SHOP Development with an end date of 9/23/2026."
    Seconded by Adams
    No Public comment given
    Motion passed unanimously

G. UNFINISHED BUSINESS:

1. **01:05:02** Campaign Readiness Study with BrandRaise - Dugan
    - There are weekly online meetings with BrandRaise.
    - The community survey is progressing.
    - There has been one study committee meeting with community leaders and two more are scheduled.

    01:12:00 Moved by Wheeler "to check with BrandRaise to change the Campaign Readiness Report meeting date to 11/10."
    Seconded by Cuthbertson
    No Public comment given
    Motion passed unanimously

2. **01:15:28** Authorization for BrandRaise to use Trustee Signatures- Dugan
    - Discussed the use of Trustees' signatures on generic correspondence that will be used during the project.

    01:18:40 Moved by Ingram "to authorize BrandRaise to use Trustees signatures pending approval by Trustee Cuthbertson as the reviewing agent."
    Seconded by Adams
    No Public comment given
    Motion passed unanimously

H. NEW BUSINESS:

1. **01:20:40** FY27 Committee Appointments

DRAFT

- All appointments will remain as they currently stand, with the exception of Cuthbertson becoming the Tamarack Representative.
- Budget Committee- Ingram, Adams
- Personnel Committee- Wheeler, Ingram
- Policy Committee- Roedel, Adams
- Facilities Committee- Wheeler, Cuthbertson
- Public Relations Committee- Cuthbertson, Roedel
- Tamarack Representative- Cuthbertson

2. **01:25:30** Future Library Participation in the NWMT Fair- Ingram
   - Discussed having a booth at the NWMT Fair again next year.

   01:25:30 Moved by Roedel "to have an annual presence at the NWMT Fair."
   Seconded by Cuthbertson
   No Public comment given
   Motion passed unanimously

3. **01:26:30** Planning for Future Director Search- Ingram, Wheeler
   - Discussed how to go about a search for a new Library Director.

4. **01:35:00** Long-term Facility Planning for the Columbia Falls Branch- Ingram

   - Discussion made of needed square footage and parking spaces.
   - Discussed the need for ongoing interaction with the Administration of the City of Columbia Falls as well as looking for other possible library locations within Columbia Falls' city limits.

I. HOUSEKEEPING:

01:45:10 Comments from Trustees- Wheeler, Ingram, Cuthbertson

Next regular meeting, September 24th, 2026 at 9:00 am, South Campus Conference Room.

J. ADJOURN: Meeting adjourned at 8:18pm.

DRAFT