Flathead County Library Board of Trustees Meeting
Thursday, September 24, 2026, 9:00 am

South Campus Meeting Room
MEETING MINUTES TIME LOG

TRUSTEES PRESENT: David Ingram- Chair, Jane Wheeler, Doug Adams, Carmen Cuthbertson, Heidi Roedel
STAFF PRESENT: Teri Dugan- Library Director, Tony Edmundson, Rhonda Hawkins
PUBLIC PRESENT: Sharon Furlong (Flathead Library Foundation), Hannah Shields (Daily Interlake), Valeri McGarvey
A. CALL TO ORDER: Chair David Ingram called the meeting to order at 9 am.
B. Trustee Heidi Roedel led the Pledge of Allegiance.
C. 00:00:23 OPEN TIME FOR PERSONS TO ADDRESS THE BOARD
NO PUBLIC COMMENT GIVEN

D. REPORTS

1. 00:00:34 FRIENDS OF THE LIBRARY REPORT- No Friends representative was present.
DISCUSSION INCLUDED:
- Recent Friends of the Library Book Sale was highly successful.
- Preliminary proceeds were approximately $16,900.
- Continued discussion regarding storage options for Friends' book inventory.

NO PUBLIC COMMENT GIVEN

2. 00:01:38 FLATHEAD LIBRARY FOUNDATION REPORT – FURLONG
DISCUSSION INCLUDED:
- Annual fundraiser generated $65,937 before matching funds.
- 176 donors participated.
- Donations ranged from $1 to $10,000.
- Matching funds are expected to increase total proceeds beyond $80,000.
- Foundation support continues for library programming initiatives.
- $10,000 donation for programming given to the library today.
- Trustee interviews for the Campaign Readiness Study are being scheduled.
- Foundation leadership transition planning is underway.

NO PUBLIC COMMENT GIVEN

3. 00:08:34 FY27 JULY FINANCIAL REPORT – DUGAN

- Questions were taken from the written reports and discussed.

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00:13:10 Moved by Doug Adams "that we accept the July 2026 Financial Report as presented."
Seconded by Heidi Roedel
NO PUBLIC COMMENT GIVEN
Motion passed unanimously.

4. 00:13:23 FY27 AUGUST FINANCIAL REPORT – DUGAN

- Questions were taken from the written reports and discussed.

00:20:33 Moved by Doug Adams "that we accept the August 2026 Financial Report as corrected."
Seconded by Heidi Roedel
NO PUBLIC COMMENT GIVEN
Motion passed unanimously.

5. 00:21:00 DIRECTOR AND STAFF REPORTS – DUGAN
DISCUSSION INCLUDED:

- Children's and Teen Services staff will present their annual report in October.
- Leadership Flathead will receive a library tour and overview of services.
- Director Dugan and staff will present to Rotary Daybreak.
- The Library Courier position was filled internally.
- Recruitment continues for Custodian and Materials Handler positions.
- County Information Technology staff completed a walkthrough of library technology systems.
- Staff continue documenting procedures and institutional knowledge.
- Grounds maintenance efforts continue at the Bigfork Branch.

NO PUBLIC COMMENT GIVEN

E. APPROVAL OF MINUTES

1. 00:27:26 REGULAR BOARD MEETING MINUTES - AUGUST 27, 2026

00:27:26 Moved by Doug Adams "to approve the August 27, 2026 Board Meeting Minutes as presented."
Seconded by Heidi Roedel
NO PUBLIC COMMENT GIVEN
Motion passed unanimously.

2. 00:27:57 FACILITIES COMMITTEE WORK SESSION MINUTES - AUGUST 21, 2026

00:27:57 Moved by Doug Adams "to approve the August 21, 2026 Facilities Committee Work Session Minutes."

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Seconded by Heidi Roedel
NO PUBLIC COMMENT GIVEN
Motion passed unanimously.

F. COMMITTEE REPORTS

1. 00:28:30 POLICY COMMITTEE REPORT - ROEDEL / ADAMS-
The Policy Committee did not meet.
NO PUBLIC COMMENT GIVEN

2. 00:29:00 PERSONNEL COMMITTEE REPORT - INGRAM / WHEELER
DISCUSSION INCLUDED:

- Technology Administrator transition planning.
- County IT support during recruitment.
- Development of Library Technology Administrator and Library Technology Manager job descriptions.
- Knowledge transfer and documentation initiatives.
- Director succession planning.
- Future staffing and organizational needs.

Next meeting scheduled for October 13, 2026.
NO PUBLIC COMMENT GIVEN

3. 00:36:35 FACILITIES COMMITTEE REPORT - CUTHBERTSON / WHEELER

FUTURE KALISPELL LIBRARY

- Letter of Intent remains under review with SHOP Development.

FUTURE COLUMBIA FALLS LIBRARY

- Meeting scheduled with Columbia Falls city officials.
- Committee continues exploring future facility opportunities.
- Funding and site options remain under review.

Next meeting scheduled for October 20, 2026.
NO PUBLIC COMMENT GIVEN

4. 00:39:38 PUBLIC RELATIONS COMMITTEE REPORT - ROEDEL / CUTHBERTSON-
The Public Relations Committee did not meet.
NO PUBLIC COMMENT GIVEN.

5. 00:40:00 BUDGET & FINANCE COMMITTEE REPORT - INGRAM / ADAMS-
The committee did not meet.
NO PUBLIC COMMENT GIVEN

G. UNFINISHED BUSINESS

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1. 00:41:07 CAMPAIGN READINESS STUDY WITH BRANDRAISE - DUGAN / CUTHBERTSON

DISCUSSION INCLUDED:

- Weekly meetings with BrandRaise consultants.
- Ongoing community survey participation.
- Focus groups and interviews scheduled for October 5-9.
- Recruitment of community leaders for interviews.
- Trustee participation in the study process.
- Positive community engagement and interest.

PUBLIC COMMENT GIVEN

2. 00:48:08 SMART LOCKER PROJECT UPDATE – DUGAN

Director Dugan reported:

- The Smart Locker unit has been ordered and is currently in production.
- Site planning meetings have been completed with school district officials.
- Electrical and internet connections are being coordinated.
- The school district agreed to provide internet access.
- Graphic designs and locker wrap concepts are under development.
- Installation and grand opening are anticipated later this fall.

DISCUSSION INCLUDED:

- Insurance coverage considerations.
- Vandalism protection.
- Security camera coverage.

NO PUBLIC COMMENT GIVEN

H. NEW BUSINESS

1. 00:51:58 EARLY CLOSURE REQUEST FOR DECEMBER 24, 2026 - DUGAN

Director Dugan requested approval to close all library branches at 3:00 p.m. on December 24, 2026.

00:52:42 Moved by Jane Wheeler "to close all Flathead County Library branches at 3:00 p.m. on Thursday, December 24, 2026."
Seconded by Carmen Cuthbertson
NO PUBLIC COMMENT GIVEN
Motion passed unanimously.

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2. 00:53:18 LIBRARY TECHNOLOGY ADMINISTER/MANAGER POSITION – INGRAM, WHEELER

DISCUSSION INCLUDED:

- Recruitment strategy.
- Grade 35 reclassification.
- Technical responsibilities.
- Supervisory responsibilities.
- Flexibility in future candidate recruitment and placement.

00:56:02 Moved by Jane Wheeler "to accept the Library Technology Manager position at a Grade 35 for advertisement and recruitment through Human Resources."
Seconded by Heidi Roedel
NO PUBLIC COMMENT GIVEN
Motion passed unanimously.

3. 00:59:38 TRUSTEE PARTICIPATION IN INTERVIEW PROCESS

00:59:38 Moved by Dave Ingram "to appoint Trustee Heidi Roedel to participate in the interview process for the Library Technology Manager position."
Seconded by Jane Wheeler
NO PUBLIC COMMENT GIVEN
Motion passed unanimously.

I. HOUSEKEEPING

1. 01:00:18 TRUSTEE COMMENTS

DISCUSSION INCLUDED:

- Positive public engagement during the County Fair.
- Participation in the Friends of the Library Book Sale.
- Community participation in the Campaign Readiness Study.
- Survey participation and public feedback.
- Library organizational chart review.
- Progress on the student-built library cart project.

Staff provided additional comments regarding survey participation and community outreach efforts.

I. 01:09:23 ADJOURNMENT

There being no further business before the Board, Chair David Ingram adjourned the meeting.

Meeting adjourned at 10:09 a.m.

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