

A REGULAR MEETING OF THE FLATHEAD COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES WAS HELD ON FEBRUARY 26, 2009 AT THE WHITEFISH BRANCH LIBRARY AT 3:00PM

PRESENT: Laura Long (Chair) Connie Behe (Branch Services Librarian)
Jane Lopp (Vice Chair) Chuck Stearns (Whitefish City Manager)
Kristi Hatfield (Trustee)
Connie Leistiko (Trustee)
Terry Petersen (Trustee)
Kim Crowley (Library Director)
Lynn Kelly (Minute Clerk)

ABSENT:

WELCOME: The Chair called the meeting to order at 3:05p.m. and welcomed those present.

ADOPTION OF MINUTES:

MOVED BY C LEISTIKO, "that the minutes of the board of trustees meeting held on January 22, 2009 be adopted as presented."

SECONDED BY T PETERSEN

CARRIED

MOVED BY C LEISTIKO "that the approved minutes of the board of trustees meeting held on August 8, 2008 are adopted as amended."

SECONDED BY T PETERSEN

CARRIED

OPEN TIME FOR PERSONS TO ADDRESS THE BOARD:

Chuck Stearns, Whitefish City Manager, introduced himself and discussed his goal of establishing a good working relationship with the Board of Trustees and the Whitefish Branch staff.

REPORTS:

A. Financial Report: Crowley

1. Nothing other than normal revenues and expenses for the month.
2. Discussion was held about allocation of funds into appropriate accounts in operating budget. Crowley will work on further dividing the line item for shipping costs to more accurately reflect these costs for FY2010 budget.
3. There was discussion about various State grants and reimbursements that FCLS currently receives, including federation grants, interlibrary loan reimbursements and net lending vs. net borrowing. Crowley explained future changes and where these monies could be allocated.
4. A decision was made to postpone the vote on accepting the Financial Report for the period January 1, 2009 to January 31, 2009 until the March 26, 2009 meeting.

B. Foundation Report: Long

1. The Board discussed the Library Foundation Director's role as spokesperson for the Prodigal Book project. It was explained that one of his roles is to coordinate press releases for the Library System. Connie Behe, Branch Services Librarian explained that she will be spokesperson for the remainder of the Prodigal Book project.

C. Facilities Committee Report – Leistiko

1. The committee is examining 13-15 locations and trying to determine viable locations for a new Main Library.
2. Leistiko, Crowley, and Michael Collins (co-chair of the Citizens Advisory Committee on Library Facilities) met with the County Commissioners on Feb. 25, 2009 to update them on the progress of the Facilities Committee.
3. Leistiko reminded everyone that notice must be properly given for Facilities Committee meetings. She stated that care must be taken when discussing business outside scheduled meetings and that all meetings are open. All citizen comments must be presented and put in public record.
4. Discussion ensued about how to handle citizen contacts and requests when made directly to a Board member. It was recommended at the County Trustee Training, that whenever a constituent gives an opinion to a Board member, the Board member should strongly suggest that statements be made in writing and submitted to the Library Director, so that the entire Board can be made aware of ideas, questions, or concerns.
5. Leistiko suggested a survey be developed to determine how a new location would affect users.
6. The next Facilities Committee meeting will be March 10, 2009.

E. Director's Report: Crowley

a. General Report

1. Crowley and Behe escorted Sen. Jon Tester around the Discovery Center in Columbia Falls. There were approximately 40 people who attended this presentation.

b. January Statistics

1. Checkouts are up 18% system wide.
2. Building Traffic is up 10% systemwide
3. Crowley stated that inactive records are being purged and that 52% of the county's population holds library cards.
4. The popularity of downloadable books is increasing

c. Columbia Falls building update

1. Next financial report will show that \$3000 has been paid to Grover and Co. Architects, for the Library System's contribution of their fees.

d. Correspondence

1. Crowley is preparing appropriation requests to be submitted to the offices of Sen. Tester, Sen. Baucus, and Rep. Rehberg. The amount requested will be \$1,000,000 for the Main Library project and \$600, 000 for the Columbia Falls project.

2. Crowley explained that there was a complaint about a work of fiction by author Neil Gaiman. Board members were given a copy of the complaint along with a response written by Martha Furman, Adult Services Librarian. Crowley explained the policy and process for book challenges.

3. Update on proposal for developing local history database with Whitefish Pilot and Daily Interlake. Fisher is trying to expedite proposal process without much success.

4. L. Long will draft response to letter from Rosella Mosteller after consulting with Raeann Campbell, County Human Resources Director, regarding personnel issues.

UNFINISHED BUSINESS:

A. Director's evaluation format discussion

1. Petersen and Lopp examined the current format and prepared a version that was more quantifiable and measurable. Petersen recommended that certain standards be given more weight than others and that space be provided for narrative. The Director should still prepare a self-evaluation.
2. Hatfield questioned some of the criteria and how the Board could evaluate performance in areas in which they are not familiar.
3. Discussion of standard and factors (weight given to each standard). Leistiko would like to change Standard #1 from *Proficiency* to *Professionalism* and requested that the scoring sheet match the evaluation form.
4. Crowley will input necessary changes on document and Hatfield will proofread amended form.
5. Crowley will send self-evaluation to all Board members.
6. Crowley requested that all documents related to evaluation be filed with the Flathead County Human Resources office.
7. At the March meeting there will be discussion concerning the Director's self-evaluation.
8. At the April meeting the Board's evaluation of the Director will take place and goals will be discussed and finalized.

MOVED BY LEISTIKO, "that the Board accept the personnel evaluation document with recommended changes."

SECONDED BY HATFIELD

CARRIED

NEW BUSINESS:

A. Goals, Objectives and Program Description for County budget

1. Discussion was held about forms the County requires for the annual budget. Crowley will update statistics and modify program description based on discussion.

MOVED BY LOPP, "that the Board adopt the program description, goals, and objectives as modified per discussion."

SECONDED BY PETERSEN

CARRIED

B. Tour Whitefish Branch Library

1. Board members toured the Branch and spoke to staff.

ADJOURNMENT: Meeting adjourned at 5:53 p.m.

NEXT REGULAR MEETING: March 26, 2009, 3:00 pm at the Main Library.