

WHITEFISH COMMUNITY LIBRARY

WHITEFISH COMMUNITY LIBRARY BOARD OF TRUSTEES MINUTES OF MEETING

JUNE 8, 2022

WHITEFISH COMMUNITY LIBRARY
9 SPOKANE AVE
WHITEFISH, MT

Trustees Present: Sarah Ericson, Chair; Deb Bond, Trustee; Richard Hildner; Trevor Gonser, Treasurer, (via zoom), Jessica Tubbs, Trustee, (via zoom)

Absent: Terry Petersen, Trustee-in-Training

Others Present:

Library Director Joey Kositzky, Secretary; Kelly Peppmeier, Trustee-in-Training

1) CALL TO ORDER

The meeting was called to order at 7:04 pm by Chair Ericson.

2) COMMUNICATIONS FROM THE PUBLIC

None

3) DIRECTOR'S REPORT

Kositzky shared information on after school traffic and Farmer's Market parking.

4) OLD BUSINESS

a) Approval of May 11 2022, Board of Trustees' Meeting Minutes

MOTION:

Vice Chair Bond made a motion to approve the May 11, 2022 Board of Trustees' minutes. Trustee Tubbs seconded the motion. Motion passed unanimously.

b) Policies and Procedures
1) 2022. Library Meeting Room

MOTION:

Trustee Hildner made a motion to approve Policy 2022. Library Meeting Room. Vice Chair Bond seconded the motion. Motion passed unanimously.

2) 2024. Special Event Use Policy

MOTION:

Chair Ericson made a motion to postpone Special Event Use Policy pending further review by City Officials. Treasurer Gonser seconded the motion. Motion passed unanimously.

c) WLA Report

Kositzky reported WLA plans to have a book sale sometime this summer when visitors are here.

Upon investigation it was discovered that WLA had not made out a check to WCL for the WLA Endowment from the Whitefish Community Foundation distribution in 2021. This should be approximately \$14,000. WLA will make out a check for deposit in WCL account.

A \$1000.00 check was received from the Town Pump Charitable Foundation to purchase children's books for free distribution during the summer.

d) Financials

Trustees reviewed the May 2022 financials. Kositzky cautioned that these were initial financials and there may be minor changes once the City was able to catch up. Vice Chair Bond wondered about Account #360 showing a negative \$750,000. Kositzky explained that it was necessary that the Heckathorn contribution of \$600,000 be acknowledged for audit purposes.

1) Endowment Update

Treasurer Gonser reported that there were no changes in the Whitefish Community Library's (WCL) Whitefish Community Foundation endowment since the last statement.

Vice Chair Bond asked for clarification regarding account #360 Repair and Maintenance Services. Kositzky explained that one of the furnace fans had been replaced and she would wait to repair one of the other furnaces until after the 2023 budget had been approved

e) Budget

Chair Ericson reported that she and Director Kositzky had presented the WCL preliminary budget to the City Council and they had no concerns. She also explained that she had taken a few minutes to alert them to the on-going parking situation at the library and hoped they would keep this on their radar.

f) COVID Update

Kositzky reported that there was nothing new to report.

g) Director's Goals

Director Kositzky reported that she is continuing work on a binder detailing the Director's duties for future reference.

h) Other Old Business

Chair Ericson briefly discussed the MMIA MOU between the City and the Trustees and will advise the City that the Trustees support the MOU. Kositzky reminded the Trustees that this is basically the same agreement sent out MMIA with "just a few tweaks to fit our situation" made by City Attorney Angela Jacobs and was created with cooperation the State Library. Ericson added that she and Kositzky will meet with the City to finalize the agreement.

Trustee Hildner reported on his conversation with City Engineer Craig Workman regarding the paint striping in the library parking lot. He suggested we follow up if striping is not done in a timely manner.

5) NEW BUSINESS

a) The next meeting will be July 13, 2022 at 7pm in the Heckathorn Community Room.

b)

Chair Ericson reminded the Trustees that election of officers will be on the agenda.

c) Other New Business

None.

6) ADJOURNMENT

MOTION:

Trustee Hildner made a motion to adjourn the meeting. Vice Chair Bond seconded the motion. Motion passed unanimously.

The meeting was adjourned at 7:55 pm.


Respectfully submitted,



Joey Kositzky, Director



Date



Sarah Ericson, Chair



Date

2022. LIBRARY MEETING ROOM

As part of its service the Whitefish Community Library's Heckathorn Community Room may be reserved for meetings and activities by non-profit groups. The following policy has been established to facilitate that service:

- 1) The room may be reserved by contacting the library director or staff.
- 2) Only non-profit organizations and governmental entities may reserve the room.
 - If the room is not being used exceptions may be made for individuals
- 3) Organizations cannot use the room for fund-raising activities.
- 4) Organizations cannot reserve the room indefinitely for their meetings and activities. They can use the room for two (2) consecutive meeting dates, and then will have to allow other groups the opportunity to reserve the room.
- 5) Every group, or individual, reserving the room will have to complete a written use agreement and designate a contact person for the scheduled meeting. Additional guidelines and expectations about the use of the room are set out in that written agreement.
 - Individuals may reserve the room for no more than 2 hours during open hours. The room cannot be reserved during library closed hours.
- 6) The Whitefish Community Library and its affiliated groups will always have first priority on the use of the room. Those groups may use the room for fund-raising purposes.
- 7) The Whitefish Community Library supports the right to assemble and freely discuss all ideas. The library does not necessarily support every point of view presented by groups using the room nor does it endorse every group that uses its facilities.
- 8) The Board of Trustees of the Whitefish Community Library or Library staff may grant exceptions to these rules for individuals.

Approved by the Whitefish Community Library Board of Trustees on June 8, 2022

Sarah Ericson, Chair

Date