



WHITEFISH COMMUNITY LIBRARY

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BOARD OF TRUSTEES
MINUTES OF MEETING
SEPTEMBER 21, 2022
WHITEFISH COMMUNITY LIBRARY
9 SPOKANE AVE
WHITEFISH, MT

Trustees Present: Sarah Ericson Chair; Jessica Tubbs, Vice Chair; Kelly Peppmeier, Trustee

Absent: Deb Bond, Trustee; Trevor Gonser, Treasurer; Terry Petersen, Trustee-in-Training

Others Present:
Library Director Joey Kositzky, Secretary

1) CALL TO ORDER

The meeting was called to order at 7:01 pm by Chair Ericson.

2) COMMUNICATIONS FROM THE PUBLIC

None

3) DIRECTOR'S REPORT

Kositzky reported on the meeting she and Chair Ericson had with Josh Branstetter of Principal Whitefish Middle School regarding after school parent pickup in the Whitefish Library parking lot. Chair Ericson agreed that it was a productive meeting and both she and Kositzky will monitor the parking lot issue and report back to Branstetter.

4) OLD BUSINESS

a) Approval of July 13, 2022, Board of Trustees' Meeting Minutes

MOTION:

Vice Chair Tubbs made a motion to approve the June 8, 2022 Board of Trustees' minutes. Trustee Peppmeier seconded the motion. Motion passed unanimously.

b) Approval of August 10, 2022, Special Trustees' Minutes

MOTION:

Trustee Peppmeier made a motion to approve the August 10, 2022, Special Trustees' minutes. Chair Ericson seconded the motion. Motion passed unanimously.

c) Policies and Procedures

1) 2024. Special Event Use Policy

Chair Ericson and Director Kositzky met with City Manager Dana Smith and Parks & Recreation Supervisor Maria Butts regarding legal and acceptable wording for the 2024. Special Event Use Policy. Discussion followed. Kositzky will present the policy draft at the next meeting after Ericson consults with City Attorney Angela Jacobs regarding legal parameter of said policy.

MOTION:

Chair Ericson made a motion to consider draft with changes at the October meeting. Trustee Peppmeier seconded the motion. Motion pass unanimously.

d) WLA Report

Kositzky reported that Whitefish Library Association was pleased with the outcome of the book sale. Several volunteers had helped setting up the sale, working, and taking the sale down.

e) Financials

No new financial information was available

1) Endowment Update

Treasurer Gonser as absent from the meeting therefore no new endowment updates were available.

f) Budget

Chair Ericson plans on meeting with the new City Financial Director and Treasurer Gonser.

g) COVID Update

Trustees requested Kositzky to check with staff about keeping or removing the plexiglass barrier at the circulation desk.

h) Director's Goals

Chair Ericson and Vice Chair Tubbs met with Human Resources Director, Sherri Baccaro to discuss the procedure for replacing retiring Director Kositzky. Kositzky requested that the Trustees consider including the staff in the final interview sessions for potential replacements as they are the ones that would be working with the new Director.

Also discussed was the most effective method for advertising the position.

i) Other Old Business

Trustee Tubbs asked about membership in Montana Library Association (MLA) and what Trustees needed to do to renew their membership.

5) NEW BUSINESS

- a) The next meeting will be October 12, 2022, at 7pm in the Heckathorn Community Room.

b) New Director Hiring

Trustees accepted Director Kositzky's pending retirement.

Chair Ericson made a motion to proceed with the new Director hiring process discussed as and job description as amended effective immediately. Vice Chair Tubbs seconded the motion. Motion passed unanimously.

c) Other New Business

Chair Ericson thanked Kositzky for her years dedicated to the library.

She reported that she had met with Human Resources Director and Montana State Librarian Tracy Cook, to create a to-do list and timeline. City Attorney Angela Jacobs cautioned that it would be necessary for Trustees to carry out all Board action and not through e-mail in order to comply with State Open Meetings law. An initial panel will be established for interviews to include 2 Trustees, City HR Director Sherri Bacarro, City Manager Dana Smith, and one WCL staff person.

6) ADJOURNMENT

MOTION:

Chair Ericson made a motion to adjourn the meeting. Vice Chair Tubbs seconded the motion. Motion passed unanimously.

The meeting was adjourned at 8:47 pm.

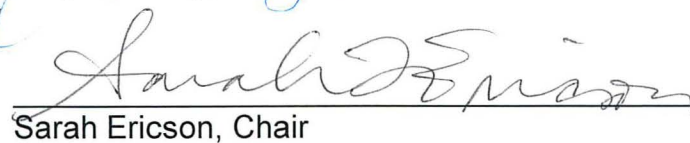
Respectfully submitted,



Joey Kositzky, Director

10/12/22

Date



Sarah Ericson, Chair

10/12/22

Date