



## PUBLIC NOTICE:

### Board of Trustees Meeting

Wednesday, May 16, 2018 at 3 p.m. in the Library

**Library board meetings are open to the public.**

- Call to Order/Roll Call
- Public Comment
- Guests
- Approval of Minutes
- Finances
  - Statement of Revenue – Budget vs. Actual
  - Statement of Expenditure – Budget vs. Actual
  - Cash Report
- Ongoing & Unfinished Business
  - Director's Report – Questions or Comments
    - Bricks for sale or library use
    - Staff institute day and closing the library
- New Business
  - Preliminary Budget 2018-2019 discussion
    - Contracting with A2Z Personnel for hiring subs or positions with few hours
    - IT support
    - Job descriptions wage ranges
  - Strategic planning
  - Policy review
    - Public Comment - review and update as necessary
    - Board Bylaws - review and update as necessary
- Public Comment
- Board Announcements & Comments
  - Feedback from Tamarack (Leon and Victoria)
- Adjournment

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[northvalleylibrary.org](http://northvalleylibrary.org)

Monday – Friday 10 a.m. to 7 p.m.

Saturday 10 a.m. to 5 p.m.

North Valley Public Library Board of Trustees Meeting  
Wednesday, May 16, 2018, 3:00 p.m.  
NVPL Montana Room

Victoria Howell, Board Chairman  
Kim Tiplady, Board Member  
Leon Theroux, Board Member  
Dianne Snediger, Board Member  
Caitlin Dunn, Board Member  
Denise Ard, Library Director

Victoria called the meeting to order at 3:02 p.m. with all trustees present. There were no guests and no public comment.

Minutes: Kim moved to approve the April minutes, Caitlin seconded. Motion carried unanimously.

Finances: The Director reminded the Board that we get paid our main tax revenue twice a year, December and June, so that accounts for the shortage in revenue on the report. Dianne and Denise will look into direct deposit and paying bills electronically in order to save on postage. No comments or questions. Dianne moved to accept the financial reports, Leon seconded. Motion passed unanimously.

Director's Report: Denise asked about disposing of the old school bricks that the library gathered and stored at previous board member's house Joanne Charbonneau. Victoria will check into the ethics of how to dispose of them appropriately and get back to Denise. There are 1,000 bricks in good condition.

Staff Institute day: Denise requested permission to close the library for staff training and teambuilding for either half a day or a full day. The board agreed to allow the library to close when Denise was able to book an affordable presenter, and when staff were not on vacation so available to attend. They stipulated that the training be scheduled with plenty of advance notice. The public should be notified a few weeks before the closure.

Victoria is still looking for a person to remove the planter in front of the community room and what it will cost.

Dianne suggested the board look into someone else to fix the drainage problem and landscape behind the library. Denise will ask the Foundation to add that project to the fundraising list, since the Library does not have the funds.

New Business: Denise is working on a preliminary 2019 budget. IT is currently listed under contracted services. Discussed the possibility of hiring A2Z to find subs and part time IT consulting. Caitlin asked if we could still hire someone who applies but is not associated with A2Z. Dianne motioned to allow Denise the ability to choose to contract A2Z for available positions under 10 hours a week, Caitlin seconded. Motion passed unanimously.

Caitlin motioned to approve proposed wage increases and wage range increases in the new budget, Leon seconded. Motion passed unanimously.

The new wage ranges starting July 1, 2017:

Substitute \$10-\$12

Library Assistant \$11-14

Library Specialists (Youth Coordinator and Adult/Volunteer Coordinator): \$13-\$19

Library Specialist Administrative: \$15-21

IT Support: This issue was tabled until Denise researches more IT contractors.

Strategic Planning: A consultant from the State Library can meet with the board to initiate a plan for the future growth of NVPL. The trustees will invite her to speak at the start of the next board meeting, June 20. Denise will extend an invite the Foundation and Friends on behalf of the Board.

Policy Review: The trustees revised the Public Participation Policy that informs the community of upcoming board meetings. They amended: "In an effort to assure adequate notice and assist in public participation, the board posts its agenda in the front window of the library, on the library website, and town hall. The agenda is posted at least 48 hours before the meeting. Notice of the monthly meetings will be submitted to the Bitterroot Star." The board invites public participation and input at any board meeting. Dianne motioned to accept the revised Public Participation Policy, Leon seconded. Motion passed unanimously.

Victoria suggested Denise write a policy to cover electronic correspondence between board members and with the director. It is best policy practice to separate board email from personal email in case of a freedom of information request. All information about the library needs to be accessible to the public if needed.

Board announcements: Leon found going to the Tamarack Federation Conference very informative and beneficial, and encouraged other board members in the future to attend. Meeting and talking to other library board members gave him ideas and answered questions. He especially liked finding out that the concerns of our Board and Library were the same concerns of other boards and libraries. The training provided by Dan Clark of the MSU Local Government Center, was very good, particularly about keeping the trust of the public.

Denise announced that she offered to serve on the State Library Network Advisory Council if she is needed.

The meeting adjourned at 5:13.

Minutes by Pam Morris.