

**PUBLIC NOTICE**  
**North Valley Public Library Board of Trustees Meeting**  
208 Main Street, Stevensville, MT 59870

**ONLINE via Zoom**  
**Wednesday, August 19, 2020 at 3pm**  
**Meetings are open to the public**

Join Zoom Meeting

<https://mt-gov.zoom.us/j/98003861350>

Meeting ID: 980 0386 1350

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Meeting ID: 980 0386 1350

Find your local number: <https://mt-gov.zoom.us/j/98003861350>

**Agenda**

- Call to Order/Roll Call
- Public Comment<sup>1</sup>
- Guests
- Approval of Minutes
- Finances
  - ❖ Statement of Revenue – Budget vs. Actual
  - ❖ Statement of Expenditure – Budget vs. Actual
  - ❖ Cash Report
- New Business
  - ❖ Discuss & approve 20-21 fiscal year library budget
  - ❖ Fine Free – Board will deliberate and decide on updates to *Library Card, Circulation, Patron Privacy Policy*. Also suggest limiting ILLs requests to 3 at a time per patron, rather than 5 at a time.
  - ❖ Board member attending Foundation meetings – First Wednesday of the month at 7pm. Usually goes for an hour. Recently they have been by Zoom.
  - ❖ Replace “Administrative Library Specialist” with “Library Manager” in all library policies such as *Community Room & Maker Space Policy* and *Credit Card & Reimbursement Policy* since we replaced that position.
- Ongoing & Unfinished Business
  - ❖ COVID-19 policies and procedures
  - ❖ Building plans & discussion
- Public Comment
- Board/Director Announcements & Comments – **PUBLIC HEARING IS THURSDAY, SEPT 3.**
- Adjournment

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<sup>1</sup> If you are a member of the public and are unable to attend the Board meetings, the Board would still like to hear from you. Please email the Director at [denisea@northvalleylibrary.org](mailto:denisea@northvalleylibrary.org) or you can email board members directly. A link to Trustee contact information can be found on our website at [northvalleylibrary.org/board—information](http://northvalleylibrary.org/board—information).

**North Valley Public Library**  
Minutes Board of Trustees Meeting  
Wednesday, August 19, 2020 at 3 p.m.

**CALL TO ORDER/ROLL CALL**

The meeting was called to order at 2:55 pm

**BOARD MEMBERS PRESENT**

Caitlin Dunn, Vice Chair  
Leon Theroux  
Kim Tiplady  
Dianne Snedigar

**BOARD MEMBERS ABSENT** Victoria Howell, Chair

**STAFF PRESENT** Denise Ard, Director and Melanie Carroll, manager

**HOST** Tracy Cook, State Library

**PUBLIC COMMENT** No public was present so there was no public comment.

**GUESTS** No guests

The Vice Chair announced she would be making some changes in the order of the business on the agenda. She would start with the Budget.

**NEW BUSINESS**

**DISCUSS & APPROVE 20-21 FISCAL YEAR LIBRARY BUDGET**

Denise presented the Board with the 2020-2021 Fiscal year Library Budget starting with the revenue. She intentionally left the fines column low as she was unsure what the Board would decide upon going fine free. There were no questions regarding revenue.

Denise moved onto the section concerning mortgage payoff. She suggest \$16,040.00 go towards paying off the mortgage of the current library building. Dianne inquired as to what the interest rate currently was on the loan. Denise responded that the rate was variable, but because of Covid-19, the rate for the next 6 months would be 1%. Kim inquired as to what the rate would be after the six months. Denise stated that it will increase to 2.5% for the remaining six months of the year. With a low interest rate for the year, the Board decided to not pay more to the principle of the loan at this time. Dianne inquired whether the extra could go into the Library Depreciation fund, and be used later to go towards the mortgage principle. Denise mentioned she had consulted with the Department of Administration to find out whether they could use the funds this way, and was informed that the Depreciation fund was not for an existing mortgage, but only to purchase equipment, building maintenance, or new property.

Dianne made a motion to move the extra money into line 365 (Building improvement/General fund) for future loan reduction or move it into the Library Depreciation fund at a later date and Leon seconded the motion. The motion passed unanimously.

Kim moved to accept the budget in its entirety and Dianne seconded the motion. The motion passed unanimously.

**APPROVAL OF MINUTES**

Dianne made a motion to approve the minutes for the July 7<sup>th</sup> special meeting, the July 15<sup>th</sup> meeting, and the July 28<sup>th</sup> special meeting and Kim seconded the motion. The motion passed unanimously.

## **NEW BUSINESS**

### **FINE FREE – BOARD WILL DELIBERATE AND DECIDE ON UPDATES TO LIBRARY CARD, CIRCULATION, PATRON PRIVACY POLICY. ALSO SUGGEST LIMITING ILLS REQUESTS TO 3 AT A TIME PER PATRON, RATHER THAN 5 AT A TIME.**

Denise discussed how Bitterroot would be going fine free tentatively starting the 1<sup>st</sup> of September and that Missoula Public Library had already adopted fine free. With North Valley Library being in-between the two, she advocated for going fine free for library material shared between the Partners sharing group as library users would only incur fines on material physically checked out in the library and that it was unfair for our patrons. She originally wanted to blocked patrons from checking out material if there was a title overdue, however, after discussing it with Amy, from the Montana Shared Catalog, she discovered this wasn't entirely possible. She offered a workaround which concerns changing the patron threshold. This could block them at 5 overdue titles, and at 30 days overdue they would be blocked and charged for materials. Caitlin advocated for not adopting the fine free policy while Dianne was okay with it as long as there were still consequences for overdue material. Caitlin asked if it was possible to hold off making any choices and seeing how having Bitterroot and Missoula being fine free affected us. Denise suggested again that they should adopt no fines as it would be unfair to our patrons, potentially drop the number of library card holders, and attract negative publicity.

The board chose to make no changes to the policy and continue to have fines and see how Bitterroot and Missoula's adoption of the new policy effects the library.

The discussion regarding the topic of ILLS ("Also suggest limiting ILLs requests to 3 at a time per patron, rather than 5 at a time was not discussed during the meeting") was not discussed during the meeting.

## **FINANCES**

Denise said that the fines listed on the financials on line 346071 were over 219% due to the fact that she had budgeted them low in anticipation to the library going fine free. She noted that the insurance was paid in full for the entire year. There was a typo listed in the appropriation field which Dianne asked if it would be correct for the next month.

Kim made a motion to accept the July financials submitted and Dianne seconded. The motion passed unanimously.

## **NEW BUSINESS**

### **BOARD MEMBERS ATTENDING FOUNDATION MEETINGS**

Since the current Board representative can no longer commit to the schedule of the Library Foundation meetings, the Board has chosen to rotate the responsibility based upon their availability at the time of the Foundation meeting. Denise will pass along the information to all Board members.

### **REPLACE "ADMINISTRATIVE LIBRARY SPECIALIST" WITH "LIBRARY MANGER" IN ALL LIBRARY POLICIES**

Leon made a motion to replace "Administrative Library Specialist" with "Library Manager" in all library policies and Dianne seconded the motion. The motion passed unanimously.

## **ONGOING & UNFINISHED BUSINESS**

### **COVID-19 POLICIES AND PROCEDURES**

No changes to the COVID-19 policy at this time.

## **BUILDING PLANS & DISCUSSION**

No new information at this time. Dianne inquired whether the building down the street was still available for purchase. Denise responded that she thought it was.

#### **BOARD/DIRECTOR ANNOUNCEMENTS & COMMENTS**

Denise reminded the Board that the public budget meeting on September 3, 2020 would need at least a quorum in order to comply with state legislation.

Caitlin asked if, in the future, they would be able to hold the board meeting in-person or if there was any way to do a combination of in-person or Zoom meeting. Denise responded that the library projector was in need of replacement, but could possibly use an iPad or laptop in accordance with social distancing regulations.

Leon inquired if the Foundation or Ed Sutherlin removed the planter. Dianne said Ed removed it. Denise suggested that the board send Ed a thank you for the planter removal. Dianne said she would send Denise Ed's address.

#### **ADJOURNMENT**

Adjourned at 3:42

Minutes by Melanie Carroll