

MINUTES

PUBLIC NOTICE

North Valley Public Library Board of Trustees Meeting

208 Main Street, Stevensville, MT 59870

Wednesday, April 21, 2021 at 3pm

Meetings are open to the public.

Community Room in-person. Mask covering nose & mouth required and 6' distancing.

Agenda

- Call to Order/Roll Call
- Guests
- Public Comment¹
- Approval of Minutes
- Finances
 - ❖ Statement of Revenue – Budget vs. Actual
 - ❖ Statement of Expenditure – Budget vs. Actual
 - ❖ Cash Report
- New Business
 - ❖ Policy update: Collection development
- Ongoing & Unfinished Business
 - ❖ Building plans & discussion
 - Roof
 - Board needs to approve a Facilities Plan to have an architectural assessment/PAR (Preliminary Architectural Report)
 - ❖ Covid related issues & policies
 - ❖ *Naming, & Donor Recognition Art Policy* to be reviewed before adoption
- Public Comment
- Board/Director Announcements & Comments
- Adjournment

¹ 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 or you can email board members directly. A link to Trustee contact information can be found on our website at northvalleylibrary.org/board—information.

North Valley Public Library
Minutes Board of Trustees Meeting
Wednesday, April 21, 2021

CALL TO ORDER/ROLL CALL

The meeting was called to order at 3:01 pm

BOARD MEMBERS PRESENT

Victoria Howell, Chair
Caitlin Dunn, Vice Chair
Leon Theroux
Kim Tiplady, Secretary
Dianne Snedigar

BOARD MEMBERS ABSENT None

STAFF PRESENT Denise Ard, Director

GUESTS None

PUBLIC COMMENT None

MINUTES Dianne made a motion to accept the minutes and Kim seconded. The motion was passed unanimously.

FINANCES Caitlin made a motion to accept the financial reports and Dianne seconded. The motion was passed unanimously.

NEW BUSINESS

Collection Development Policy: Leon said that AV should be written out in the policy because not everyone knows that is an abbreviation for audiovisual. Dianne moved to accept the revised *Collection Development Policy* with AV being written out as audiovisual. Kim seconded the motion. The motion was passed unanimously.

ONGOING AND UNFINISHED BUSINESS

Roof: Caitlin moved to accept the Prima Commercial Services, LLC estimate (Appendix A) to repair the roof and Kim seconded. The motion passed unanimously. Window(s) on roof still need to be addressed as that might be a point of water entry and was not part of the bid. Denise will try contacting Skip at Bitterroot Glass to get a cost for a fix.

Building Plans & Discussion

The board reviewed the comments from the Foundation about the *Facilities Plan*. Victoria read an email she received from Foundation Treasurer Amy Horlacher (Appendix B) and also read her reply to Amy (Appendix C). Amy suggested a partnership with the Community Center and Town on funding and constructing a multipurpose building. The board discussed why this was not the way to go. It was decided because this was a question that many in the community may pose, that Victoria would write a document that explains the key points of why we are not partnering with the Town and Community Center, while still showing support for their project.

Victoria said she had unwelcome news about the grant for an architectural assessment/Preliminary Architectural Report (PAR). The library does not qualify for the grant because the library district does not qualify as low-income. There are many high-income properties outside of the town limits that are within

the library district. The library must pay for the PAR from the Library Depreciation Fund. Victoria said she heard a PAR can cost between \$25,000 to \$50,000. The board asked Denise to check with the Foundation if they want to contribute to the cost.

Facilities Plan

Kim moved to accept the *Facilities Plan* written by the Director and to add the Foundation's comments about the negatives and positives at the end. The *Facilities Plan* will be one of the documents presented to architects interested in bidding on the assessment.

Covid Policy

Kim made a motion to accept the following updated Covid policy restrictions and Caitlin seconded. The motion passed unanimously.

Covid restrictions that remain:

- 1.) Masks covering nose and mouth while inside the library.
- 2.) 6' distancing.

Covid restrictions to change starting Monday, May 2:

- 1.) An adult volunteer may return.
- 2.) Tables for patron to sit and read can go out again, two chairs per table, and tables to be placed 6' apart.
- 3.) The Book Group is allowed to meet in the Community Room as long as they have masks and remain 6' apart.
- 4.) Other groups may petition the board in writing to use the Community Room. The board will consider the request at their regularly scheduled monthly board meetings.
- 5.) In-person children's programming for children over 5 years of age with masks and 6' distance will be allowed.
- 6.) Remove Covid maximum occupancy sign of 16.

Naming, & Donor Recognition Art Policy: Dianne moved to adopt the revised policy incorporating the changes that the Foundation suggested, but keeping the cornerstones at the same rate as the community room at \$500,000, and offering naming of the Montana Room or Lobby at \$450,000. Kim seconded the motion and the policy was adopted unanimously.

PUBLIC COMMENT None

BOARD/DIRECTOR ANNOUNCEMENTS & COMMENTS Denise let the Board know that the Foundation received a grant for a flag and a new server.

ADJOURNMENT The meeting was adjourned at 4:56.

Prima Commercial Services, LLC

3885 US Highway 93 N
Stevensville, MT 59870
406-214-4040

Estimate

Submitted on 4/21/2020

Estimate for	Payable to	Estimate #
North Valley Public Library	N/A	TBD
208 Main St, Stevensville, MT		
	59870 Project	Project date
	Roof maintenance & repairs	TBD

Description	Qty	Unit price	Total price
Labor: Application of acrylic-elastomeric sealant on all cracks and seams, followed by full layer (approximately 6500 square feet) of 12-year elastomeric roof coating over existing vinyl surface. Installation of approximately 90 feet of parapet flashing for east wall. (approximately 2 days)	1	\$840.00	\$840.00
Materials: 5 gallons elastomeric-acrylic roof sealant, 65 gallons 12-year elastomeric roof coating, 10pcs custom parapet flashing (12"x10.25"x2"), & miscellaneous materials and hardware for application	1	\$2,273.60	\$2,273.60
Recommend maintenance not included in estimate: several attic windows are aged and in disrepair, and require repair and maintenance to prevent standing snow and driving rain from attic infiltration. Exterior damage to sills and frames is already apparent, and it is possible that this issue may have already contributed to interior water damage, seen or unseen.			

Subtotal **\$3,113.60**

Adjustments

\$3,113.60

APPENDIX B

Victoria,

I have a few follow up questions/concerns regarding the library no longer working with the community center group on a joint project that I'm hoping you can help answer.

It is my understanding (but this is from 3rd party sources so please feel free to correct any misunderstanding), that the community center group is moving ahead with a possible partnership with the city and the school to build a multi-use facility on their property. Is there a reason, other than the location not being on Main Street that the library wouldn't still look into being part of this multi-use property? My concern is that if we pursue our own building, we will be in competition with them as well as the Stars foundation and others working to build better sports facilities for the school. I'm worried the community only has so many resources we can tap.

Again, I don't know what the pros and cons would be for the library to stay involved as a partner on the project and I am a big advocate of the town needing a really great library, I just don't want to shoot ourselves in the foot by insisting there is only one way to go.

Thanks for your time and for all you do for our community!

Amy Horlacher

APPENDIX C

Amy Horlacher

Hi, Amy. These are really great concerns you bring up. We explored partnering with the community center pretty thoroughly before coming to the conclusion that it just wouldn't work. The CC group is looking for a way to manage their facility in a cost-effective way. What that would take would be an entity that could manage the space for them. According to Bob Thomas, the Town of Stevensville would possibly be able to utilize the space for parks and rec activities in exchange for managing the facility. Bob says they are looking at building a large steel building with a commercial kitchen and enough room for banquets. At this time the school is not involved. Regarding the library, a new library facility would be a far more complex structure than what is currently being proposed by the CC group. The uses of the two entities do not appear to be compatible. The library board was also concerned about any staff involvement in managing the CC which would seem to be a misuse of their time. There are always going to be different projects that need money but the library is a very special and cherished institution in our community/society and I think the funds we need to raise will come eventually, one way or another. We do have the ability to run a bond election which gives us an advantage. I believe the library board on the whole is open-minded about looking at any and all possibilities.

I would be happy to keep this conversation going if you feel it is warranted. Thanks, Victoria