

PUBLIC NOTICE
North Valley Public Library Board of Trustees Meeting

208 Main Street, Stevensville, MT 59870

Community Room

Wednesday, September 16, 2020 at 3pm

Meetings are open to the public. Masks covering mouth and nose required.

The board will disperse, cancelling the meeting without conducting any business if a member of the public attends without a mask.

Agenda

- Call to Order/Roll Call
- Public Comment¹
- Guests
- Approval of Minutes
- Finances
 - ❖ Statement of Revenue – Budget vs. Actual
 - ❖ Statement of Expenditure – Budget vs. Actual
 - ❖ Cash Report
- New Business
 - ❖ Discarding old computers
 - ❖ Circulation policy revisions for new equipment
- Ongoing & Unfinished Business
 - ❖ COVID-19 policies and procedures
 - ❖ Building plans & discussion
- 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, September 16, 2020 at 3 p.m.

CALL TO ORDER/ROLL CALL

The meeting was called to order at 3:03 pm

BOARD MEMBERS PRESENT

Victoria Howell, Chair
Leon Theroux
Kim Tiplady
Dianne Snedigar

BOARD MEMBERS ABSENT Caitlin Dunn, Vice Chair

STAFF PRESENT Denise Ard, Director and Melanie Carroll, Manager.

HOST None present

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

GUESTS No guests

APPROVAL OF MINUTES

Dianne made a motion to approve the minutes for the August 19th meeting and the September 3rd special meeting. Kim seconded the motion. The motion passed unanimously.

FINANCES

Victoria asked Denise whether there was anything noteworthy that she would like to point out in this month's finances. Denise had nothing in particular. Leon questioned why the finances showed a -750% in the overdue fines section. This is because when Denise entered the budget, she believed the library would go fine-free. He asked if there was any way to fix it so it didn't show up every month. She said that since the budget for the next year had been accepted, it is unable to be changed. Victoria inquired whether there were any unusual expenditures this month. Denise responded with nothing unusual.

Dianne made a motion to accept the finances with Leon seconding the motion. The motion passed unanimously.

NEW BUSINESS

Discarding old Computers

There are eight functional desktop computers and 6 broken computers that need to be discarded in order to make room for new equipment and supplies. Due to previous policy changes, Denise is unable to make the decision on discarding equipment. Dianne inquired what operating system is currently on the computer. Denise said that they have had factory resets, so it is hard to know for sure without proceeding through a set-up, but it is assumed Windows 10. However, it could be the factory software that was Windows 7. Victoria asked if any of the staff would be interested in them. Denise responded with at least one who is a consultant has shown interest. Leon asked what the value of the computers were, and did not the board give Denise permission to remove items from the library under a specific dollar amount. Denise responded that the policy required her to come to the board with a decision on discarding all computers, regardless of the value. Leon said the discard policy should be reviewed. Victoria asked to place it on the agenda for next month as she could not remember why they had initially changed the policy in the first place.

She said the options for discard. They can be recycled (they are worth 1 and ½ pennies/pound), offer to staff, and offer to patrons.

Kim made a motion to offer the computers first to staff and consultants, then to the library patrons, as well as recycling the broken computers and the monitors. Dianne seconded the motion. The motion passed unanimously.

NEW BUSINESS

Circulation policy revisions for new equipment

Kim inquired to what the current hotspot situation was in the library. Denise said that currently, the library has 10 and has an additional 2 more on the way. The State library will be paying for nearly the first year of service for all the hotspots, and after that, the library will be expected to continue the service. The cost will be \$600 a year per device. Leon was concerned that adding any more hotspots would take away from funding in other areas and does not believe adding more than 12 is a good idea. Dianne asked whether we could change our minds about the quantity if the expenses become too much, and also wanted to know whether we were contractually obligated with the State Library. Denise said she believed they could decrease them if it became too much as library budgets are changing and that she had not signed any contract with the State. Leon was interested in public feedback for the hotspot service and wanted to know how the community was responding to them. Denise mentioned that several had filled out surveys and she would forward the link to them.

Denise did note that one hotspot was overdue for a week and she had to call and have the service to that particular hotspot shut-off. It was an involved process which took time to complete, so she wanted to implement a processing fee of \$5.00 if that process had to be repeated in the future. The members agreed that would be a good idea as it is time-consuming for staff. Dianne inquired whether hotspots had affected the usage of computers in the library and Denise noted that she hadn't seen a difference.

For the circulation policy changes, Denise proposed that only two pieces of equipment could be checked out at a time. Victoria wanted to change it to 3. Kim and Leon agreed to 3 pieces. Denise also proposed no one under 18 be able to check out the equipment which the board agreed. The proposal also had a checkout period of 14 days which the board believed should be changed to 7 to coincide with the hotspot policy since they would most likely be used in tandem. The board decided that fines should also be a \$1.00/day.

Denise said the current library procedure was a 10 DVD limit for NVPL items and an overall 20 item limit from any partners including NVPL. She said it was not in the policy proposal. Keeping it a procedure means she can change the procedure without board approval. The board preferred that it was a policy rather than a procedure.

Dianne made a motion to accept the changes to the circulation policy for the new equipment as discussed and to add a DVD limit and Kim seconded the motion. The motion passed unanimously.

ONGOING & UNFINISHED BUSINESS

COVID-19 POLICIES AND PROCEDURES

Victoria asked if there were any changes that needed to be made to the COVID policy. Denise did not see a need for changes at this time.

BUILDING PLANS & DISCUSSION

Victoria asked if the board should consider moving forward in their building plans and discussion of a new library building, after being stalled for so long. She noted that the piece of property (Montana Bob's Mercantile) is still for sale. Leon inquired as to what the status of the memo of understanding with the

SCF Community Center board. Victoria responded that last time she talked to Bob Thomas, SCF Community Center Chair, he had mentioned that his board was unsure about the partnership in regards to that property. Leon feels concerned that nothing had been mentioned in the past from the SCF Community Center board. Victoria said she would double-check to make sure she had understood the situation and whether the other board still felt that way. Also, she noted that the memo of understanding was never signed so there is no contractual agreement in place. Victoria commented that with current COVID funding opportunities and the current housing market, it might be a good time to look at funding for a new building. However, Kim said she wasn't sure if it was a good time to approach the tax base for help with funding due to circumstances surrounding COVID and that the current climate might prove challenging. Victoria said she would contact Bob Thomas and Bob Wolfenden, a local developer to inquire further.

Leon said the roof on the current library building will eventually need to be repaired and might be the next thing to go and would not want property damage. He thinks the library board needs to decide upon a course of action and decide on either a new building at a different location or if they will tear down Rasmussen because he does not want to waste money on a roof if moving or tearing it down. He thinks the board needs to decide upon a course of action.

Leon asked about the current parking situation for library patrons as the production company has opened next door. Denise mentioned she has not had anyone really complain about parking lately.

BOARD/DIRECTOR ANNOUNCEMENTS & COMMENTS

Denise said she plans on having a proposal for a new printer/copier to show the board at the next meeting and wanted to know whether the board members had any desire for the proposal to have the new copier/printer to be able to print in color. Leon is fine with the current setup. The board said black and white is fine for the library.

Denise inquired whether she should present a credit cards proposal. Leon remarked that he doesn't see a need to change the current process. Kim asked what service charge would square have. Victoria mentioned that she uses merchant services at her business and enjoys that service. The board agreed to look at credit cards in the proposal.

Victoria discussed that the last foundation meeting did not have a board member representative present, and asked whether they could commit to rotate to attend meetings. Leon said he was willing to attend any in-person event, but might have some trouble connecting to Zoom meetings. Kim said she would be unable to attend that specific time/day as she has a previous recurring engagement. Dianne said she would be able to attend the next meeting.

Leon questioned whether we should reimburse Ed Sutherlin for the sawblade he used in the plant removal. The Board felt that was a nice gesture and Dianne said she would find out how much it cost.

Leon wants to have an informative discussion at the next board meeting about hiring an IT support person to help with the technology in the library. The Board agreed.

ADJOURNMENT

Adjourned at 5:08

Minutes by Melanie Carroll