

NORTH VALLEY PUBLIC LIBRARY

PUBLIC NOTICE:

Board of Trustees Meeting

Wednesday, February 15, 2017

3 p.m. **Montana Room**

Library board meetings are open to the public

- Call to Order/Roll Call
- Public Comment
- Guests
 - ✚ Community Center Complex - Jan Perrin, President
- Approval of Minutes
- Finances
 - ✚ Statement of Revenue – Budget vs. Actual
 - ✚ Statement of Expenditure – Budget vs. Actual
 - ✚ Cash Report
- Ongoing & Unfinished Business
 - ✚ Building
 - ✚ Budget Amendment/Resolution
- New Business
 - ✚ Winter building maintenance and snow removal
 - ✚ Workers Comp for volunteers – elective coverage
 - ✚ Personnel Policy update
 - ✚ Board resignation and appointment
 - ✚ Election of new officers
 - ✚ New signature cards at bank (again)
- Adjournment

208 Main St., Stevensville, MT 59870, 406-777-5061

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, February 15, 2017
3:00 p.m. in the Montana Room

Attending:

Joanne Charbonneau, Board Chairperson
Victoria Howell, Board Member
Kim Tiplady, Board Member
Ben Essary, Board Member
Denise Ard, Library Director
Caitlin Dunn, Guest
Leon Theroux, Guest
Jan Perrin, Guest

Joanne called the meeting to order at 3:00 p.m. Dianne was out of town, but there was a quorum without her. There was no public comment.

Jan Perrin, President of the Stevensville Community Center Complex spoke. Their organization owns a 3-acre piece of property at the corner of Park Street and Middle Burnt Fork Road. The school owns an adjoining 2.5 acres. They are investigating if North Valley Public Library is interested in a shared building. The group has met with the Stevensville school board and school superintendent who like the idea of the community center with the library near the school campus. Jan said Manhattan, MT has combined the two successfully. According to the Stevensville Growth Policy, the library is a benefit to the community, and the lack of a community center is a disadvantage. Joanne feels this kind of collaborative project would allow for more grant availability. There is some concern about changing the location of the library. Joanne has discovered that collaboration helps with these kinds of projects and greatly benefits fundraising efforts.

Jan suggested talking to State Library Specialist, Colet Bartow, who was instrumental in building the Manhattan Community Center/Library. Denise said the library could not afford the maintenance of the entire facility so it would be essential that the Community Center had an endowment to draw upon or other financial means of paying for their share of the building on an ongoing basis.

After Jan left there was more discussion. Renovations in the library have been ongoing for two years, with only a small maintenance budget. A collaborative project of community center/ library is one possible answer for the future; however, all acknowledged there would be many logistical and legal issues to pursuing this possibility. The location is not ideal but working together would help with fundraising. Joanne estimated the building would need to be at least 25,000 sq. feet. Victoria wants to keep a dialogue open with their board to explore the idea more fully. Donna Bainbridge, President of the NVPL Foundation, also needs to be involved in future discussions. Denise will talk to Donna and try to arrange a combined meeting with the Community Center board and the NVPL board and the Foundation to explore even the possibility, let alone feasibility of such a project.

Kim moved to approve last month's board minutes, Joanne seconded. Motion passed unanimously.

Finances: Joanne wrote to the State legislature about the status of state aide funding. The state budget is so tight the current funding may not be extended beyond 2017. There is a bill in the state legislature to extend that deadline. Denise is monitoring expenditures closely and anticipating rising costs. The library has spent most of its saved building money. Denise anticipates Montana Library2Go fee will increase along with Montana Shared Catalog. In addition, we will pay more for telecommunications costs than anticipated. The federal government program, e-Rate, has been very slow with their reimbursements, which the library counts on and the credits we received that went into this fiscal year count against us since now we are reimbursed based on our invoices, and we received large credits on our invoices that carried over from the last fiscal year. One good thing, the library will not have to pay for the cost of an election this fiscal year, and there is usually a small increase in tax revenue from the mill levy every year.

Construction costs will be more than appropriated so Denise submitted a budget resolution to the board.

A Resolution amending the original FY July 1, 2016-June 30, 2017 budgeted appropriations of the Library Depreciation Fund # 4000

Whereas, the North Valley Public Library has a fund reserve of \$62,000 in the Library Depreciation Cash Reserve 4000 fund

Whereas, the North Valley Public Library did not appropriate enough to pay for building improvement and repair for the fiscal year, June 30, 2017.

Therefore, be it resolved the North Valley Public Library Board of Trustees amends the FY 2017 original budgeted amount of \$24,933 to \$43,000 for building improvement and repair. Total appropriations for the Library Fund amended from \$32,739 to \$50,806 for fiscal year ending June 30, 2017.

Joanne moved to accept the budget resolution. Kim seconded. The motion unanimously approved. Joanne will sign the resolution.

Victoria motioned to approve the new estimate of \$2,813.05 for a second beam to support the roof in the community room. Kim seconded. Motion unanimously approved. Joanne moved to approve the finances, Kim seconded. Motion unanimously approved.

Unfinished business: The library is in need of a solution to address the water seepage behind the building, preferably an adequate drainage system away from the building. Denise will talk to Farmer's State Bank about how they solved their drainage problems, as they are below street level. Denise attached drain extension tubes to the gutters as a temporary solution to drain the water farther away than direct draining by the foundation. There is an issue with the neighboring business

piling snow that melts and affects the sublevel structure of the library. Victoria and Joanne will talk to the owner of the building and try to resolve this problem. Denise will ask architect Meghan Hanson for other ideas.

The staff room needs insulation, a sink and heat. Denise has asked Bryan to come up with ideas. Donna thinks she can find grants to help with the asbestos removal in the back rec room. NVPL would like to make that room usable for more than just storage. Denise asked Bryan for an estimate. Donna might be able to get a grant for the envisioned art/craft/makerspace room. If she cannot, the project will die. The board agrees not to pursue renovations on the Rasmussen building at this time. The library needs to build-up the reserve fund.

New Business: Denise will add \$1,000 to next year's budget for snow removal so that the flat roof over the children's room and community room does not have excessive accumulation. Snow dumped from the roof behind the library also needs to be removed due to the drainage problem.

Victoria moved to remove the elective volunteer coverage from the Workman's Comp policy since volunteers are covered under the liability insurance. Joanne seconded. Motion passed unanimously.

Personnel Policy Update: Joanne moved to update the Personnel Policy with a prohibition against political and contentious speech by library staff while they are paid to work at the library. Kim seconded. The motion passed unanimously.

Joanne stated she is resigning at the end of the meeting. Kim moved to nominate Victoria Howell as the new Chairperson of the board. Ben seconded. All approved. Victoria moved to nominate Caitlin Dunn as a trustee on the board. Kim seconded. Motion unanimously carried. The board will nominate the next vice-chairman at the next meeting. Caitlin said she would be willing to step into that role. Joanne moved to nominate Kim Tiplady as Secretary, Victoria seconded. All approved. All board members need to go to Farmer's State Bank again to get their signatures on record.

Chocolate and Authors Party sponsored by Friends of the Library is scheduled for Friday, April 21. President of the Library Foundation, Donna Bainbridge requests a spot on the agenda for the April trustee meeting.

Joanne adjourned the meeting at 5:04 p.m.

Minutes by Pam Morris