

NORTH VALLEY PUBLIC LIBRARY

Board of Trustees Meeting

Wednesday, November 16, 2016

3 p.m. **Montana Room**

- Call to Order/Roll Call
- Public Comment
- Guests
- New Business
 - ✚ Trustee candidate interviews to fill unexpired term(s) & appointment
 - ✚ Ethics/Gift Policy
 - ✚ Director Evaluation CLOSED SESSION
 - ✚ Holidays
 - ✚ Statistics
- Approval of Minutes
 - ✚ October Minutes
- Finances
 - ✚ Statement of Revenue – Budget vs. Actual
 - ✚ Statement of Expenditure – Budget vs. Actual
 - ✚ Cash Report
- Ongoing & Unfinished Business
 - ✚ Building
 - ✚ Buy Local Statement
- 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, November 16, 2016
3:00 p.m. in the NVPL Community Room

Attending:

Joanne Charbonneau, Board chairperson
Victoria Howell, Board Member
Meghan Hanson, Board Member
Kim Tiplady, Board Member
Denise Ard, Library Director
Leon Theroux, Guest
Dianne Snedigar, Guest
Ben Essary, Guest
Caitlin Dunn, Guest

Joanne called the meeting to order at 2:59 p. m. All four board members present.

There was no public comment.

The meeting started with an interview with Dianne Snedigar for an open trustee position. She can bring a strong financial resource to the board and is eager to give back to our community.

Minutes: Joanne moved to approve last month's minutes, Victoria seconded. The motion passed unanimously. Joanne asked a few questions as she was gone for the last meeting.

Ethics/Gift Policy: Denise wrote an ethics policy because the library did not have one. It is a set of guidelines on everything from accepting gifts to behavior of staff. Some ideas about public trust issues she drew from other libraries' policies. There was some discussion. Gift giving to friends and volunteers has been awkward without a policy in place. Part of the new policy defines conflict of interest more specifically. The board decided to set a length of time at 18 months before a previous trustee could be hired as staff at the library. They worked at revising the statements covering trustees volunteering in the library. The new wording is: "Trustees may choose to volunteer their time and talent for occasional programming. It is not appropriate for a trustee to volunteer in any capacity where they are managed by, or overseeing a staff member, or in a capacity that would create the appearance of favoritism or the opposite." Joanne moved to accept the policy, Kim seconded. The motion passed.

Ben Essary was interviewed for an upcoming opening for a trustee position. Ben has a varied and interesting background from rural Tennessee to a career in the military and feels the library is one of the cornerstones of a community. He has ideas about the future challenges for libraries with the advancement of technology and appreciates the educational programs the library offers to the community. He can work with the time commitment.

Caitlin Dunn was interviewed for a future opening on the board. Caitlin is an avid supporter and user of our library and owner of a local company. She has been looking for a way to serve the

library. She feels the library assists people with information, research, events and serves as the eyes and ears of the community. She can meet the time commitment.

After the interviews, the board discussed the candidates. They will offer Dianne the immediate vacancy left by Patricia Meakin and ask Ben to replace Meghan in December. They will ask Caitlin to replace Joanne when she steps down in early spring. At the December meeting Meghan will bring a letter stating she is stepping down from the board because of time issues with her business. Meghan will continue serving the library as our Building Consultant. Joanne will ask both Dianne and Ben to come to the December meeting.

Denise's evaluation: Denise and Pam left while the board discussed the evaluation, then Denise came back in for discussion. When that ended Pam came back.

Holidays: North Valley Library was the only library that was open on the general election day, which is a state holiday. Joanne moved for the library to be closed on state general election day, Kim seconded. The motion passed unanimously.

Statistics: The board reviewed the statistics per the State Library Standards.

Finances: Denise discussed revenues. She is disappointed the library hasn't received the library's e-rate reimbursement. It has become something of a hassle and has had to be resubmitted but should be coming soon. Victoria moved to approve the finances, Kim seconded. The motion passed unanimously.

The "Buy Local" Statement: After a typo correction, Joanne moved to accept the new policy that the library will buy locally as much as possible. Kim seconded. The motion passed unanimously.

Building: The children's library room is now closed for renovations. Movers for the large bookshelves will be in on Nov. 22. Asbestos removal starts Nov. 28th. Renovation could be completed as soon as December 20th if all goes well. (That would not be the reopen date because shelves and materials would still need to be put back.) Mary is sending emails letting parents know when the children's and juvenile books are available for check out in the main library.

Joanne adjourned the meeting at 5:21 p.m.

Minutes by Pam Morris.