

# NORTH VALLEY PUBLIC LIBRARY

## Board of Trustees Meeting

Wednesday, December 21, 2016

3 p.m. **Montana Room**

- Call to Order/Roll Call
- Public Comment
- Guests
- Approval of Minutes
- Finances
  - ✚ Statement of Revenue – Budget vs. Actual
  - ✚ Statement of Expenditure – Budget vs. Actual
  - ✚ Cash Report
- Ongoing & Unfinished Business
  - ✚ Building
- New Business
  - ✚ Circulation Policy
  - ✚ Trustee appointment & Trustee election
  - ✚ Bank signatures
- Adjournment

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[northvalleylibrary.org](http://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, December 21, 2016

3:00 p.m. in the Montana Room

### Attending:

Joanne Charbonneau, Board chairperson

Victoria Howell, Board Member

Meghan Hanson, Board Member

Kim Tiplady, Board Member

Dianne Snedigar, Board Member

Denise Ard, Library Director

Leon Theroux, Guest

Ben Essary, Guest

David Haywood, Rocky Mountain Bank, Banking Center Manager

Joanne called the meeting to order at 3:00 p.m.

There was no public comment. Special thanks to Leon Theroux for his donation to the library that allowed the purchase of easels for the art programs.

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

Finances: Victoria caught a line item on the Statement of Expenditure with a data entry error. Denise will correct the typo. The E-rate reimbursement came in for network switches and will show on the December financial reports. Denise said the library has gratefully accepted several donations during the holidays and these will show on the revenue report for December. Special thanks to Farmer's State Bank for their donation. Joanne motioned to accept the financial statements after Denise corrects the data error. Kim seconded. Motion was unanimously approved.

Building: The general contractor does not have an estimate on how long construction on the children's room will take due to the unforeseen structural work to be done on the ceiling. The work must be inspected to ensure it is to code. There was some discussion about whether to continue with renovations to the current buildings and how much money should be spent. Joanne feels that up to this point, the board has done what was necessary to insure public safety.

David Haywood from Rocky Mountain Bank presented the board with possible options for financing a new library building. The bank has a bonding agent who determines the interest rate of a loan based on the revenue from the business. The banks 'lend and offer' rate for interest on a 30-year mortgage of \$300,000 would make the monthly payment about \$1,265.00. The cost of a lot in town is running at \$50,000 per acre. MQS metal buildings are fairly inexpensive per square foot and can be two stories. The library needs at least 10,000 square feet. MQS may do some donation since we are a public institution. The library's current building is an asset as well. Farmers State Bank can also do this kind of financing. In general, 7-10% of a construction budget is design work.

There was discussion about whether to keep putting money into upgrading the Rasmussen building (main building where the book shelves are). Experience has taught that when renovations start, new problems are found. There is also the issue of bringing the buildings up to code. Improvements done so far on the library will help with the resale value. Denise reminded the board that the ceiling in the community room still needs asbestos abatement.

Circulation Policy: The Partners Library system is going to a single card per patron so patrons will no longer have multiple cards from different Partner libraries. This discussion brought up the issue of fairness about Florence residents, who do not pay taxes into the North Valley Library District but get the same user privileges of district users who pay taxes with the exception of ILL. There are 647 Florence residents who have North Valley Public Library cards. There was much discussion on whether or not to ask Florence residents to pay a yearly fee. If a new policy were adopted to charge Florence residents a fee to use North Valley Library, we would be the only library in the area that does this, as far as Denise knows. Joanne said the best solution would be to ask Florence residents to become part of our library district, but that would be an issue for Florence voters to decide on a mill levy to support NVPL. The issue was tabled for later discussion.

Joanne made a motion to raise the ILL (Interlibrary Loan) fee from \$1.00 to \$2.00 to help offset growing mailing costs and to be in line with Darby. Kim seconded. Motion was approved unanimously.

Trustee appointment and election of new trustee: For anyone interested in filing for a North Valley Public Library trustee position the deadline is February 1st. The new trustees will need to get their signatures on record at Farmer's State Bank as soon as possible.

Meghan officially resigned as a trustee. Victoria moved to appoint Ben Essary as a new board member. Dianne seconded. All approved. Joanne reminded all board members that the law of "open meetings" does not allow discussion responses to each other via email about board business. This rule also applies to subcommittees. Joanne suggested a walk-through of the library for trustees at a future meeting.

Mary Winegart, our Youth Specialist, will be leaving April 1<sup>st</sup>. Denise has posted the position opening on NVPL's website and sent a notice to the Bitterroot Star. She would like to fill the position by March 20<sup>th</sup>.

Meeting was adjourned at 5:12 p.m. Next meeting January 18<sup>th</sup>.