

NORTH VALLEY
PUBLIC LIBRARY

PUBLIC NOTICE:

Board of Trustees Meeting

Wednesday, March 20, 2019 at 3 p.m. in the Library

Meetings are open to the public.

- Call to Order/Roll Call
- Public Comment
- Guests
 - ❖ New Foundation President Amy Horlacher
- Approval of Minutes
- Finances
 - ❖ Statement of Revenue – Budget vs. Actual
 - ❖ Statement of Expenditure – Budget vs. Actual
 - ❖ Cash Report
 - ❖ Tamarack one-time additional funds for libraries
- Ongoing & Unfinished Business
 - ❖ Strategic Plan
 - Staff Action Plan
 - Board Action Plan
 - ❖ Shelves from Bitterroot
- New Business
 - ❖ Minute Taking – Board preferences
- Public Comment
- Board/Director Announcements & Comments
- Adjournment

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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, March 20, 2019
Montana Room

Victoria Howell, Board Chairman
Leon Theroux, Board Member
Dianne Snedigar, Board Member
Caitlin Dunn, Board Member
Denise Ard, Director
Colleen Miller, Guest
Amy Horlacher, Guest

Victoria called the meeting to order at 3:02 p.m. Kim Tiplady was not present. Guests included Amy Horlacher, President of the Foundation and Colleen Miller, Handy-person.

Public Comment: Amy Horlacher said the Foundation is in the process of organizing the Novel Affair for Saturday, April 13 and putting the word out, selling tickets. They hope to do more fundraising, possibly a fun run in the future. The library is getting three new children's shelves from money the Foundation raised. The Foundation and the Friends of the Library merged completely. More members are very welcome. Leon said the Foundation is doing a good job and combining them is a good idea.

Approval of Minutes: Victoria motioned to approve minutes from last month's meeting, Dianne seconded. The motion passed unanimously.

Finances:

- Statement of Revenue: No questions.
- Statement of Expenditure: Colleen will order a few more LED connectors. They run between \$4 -\$7 apiece. The Foundation may be able to supply money if needed. Amy will bring it up at their next meeting.
- Cash Report: The CD has been purchased. Dianne motioned to approve finances, Caitlin seconded. Motion passed unanimously.
- Tamarack one-time additional funds for libraries: Tamarack gave \$677.76 to NVPL for Montana Shared Catalog fee.

Strategic Plan: Victoria liked the revisions to the Board Action Plan that Denise was directed to make. Victoria also liked the Staff Action Plan that Denise presented. Leon agreed. Dianne asked how the library gets patron feedback on programming, this is generally direct from patrons. Leon likes that programming is diverse. Since the board had previously approved the Board Action Plan contingent on the requested revisions, no further formal board action was necessary. Denise suggested possibly breaking down the numbered actions into more specific projects. The shelves and lighting work is in progress.

Number 6 on the Board Action Plan is finishing the Maker Space. An estimate from 2017 priced the project at \$15,200. Victoria will ask if the Town will waive the building permit fees since we are a public building. Donna applied for grants to remodel the Maker Space but was not awarded them. Most donors appear unwilling to fund building projects

During the board's discussion on final approval of the Board Action Plan, Colleen Miller gave her input on a possible new PAR for Rasmussen building improvements. There was a misunderstanding on Victoria's part about what Colleen would be talking about at the meeting as Victoria had not been told ahead of time and she was not on the agenda as a guest. Victoria asked Colleen to stop interfering in board discussion.

Rasmussen Building: Number 5 on the Board Action Plan is deciding how to proceed with the renovation of the Rasmussen Building. A PAR (Preliminary Architectural Report) will be necessary at some point. There is a grant from the DOC that could cover 75% cost (library district would have to provide 25% match). This report will tell the board all that needs done to the building. Gus from the Department of Commerce said there must be a PAR in order to apply for loans or grants and Gus estimated the cost at about \$20,000. He said it was possible to use Beaudette Engineering again which has been bought by DCI Engineering.

Victoria shared more of her notes from Gus from the Department of Commerce: To qualify for most grants the library has to prove that more than 50% of the population are low to moderate income. The Commerce Department could help determine what funding the library could get with government grants. Intercap loans are available through the Department. There are also USDA grants available, if the building upgrade runs into big money.

Dianne said they need to decide how much debt the library wants to carry. Leon is leery about cost and isn't sure the board could get the money and wondered how the library could pay it back. He also worries about the pre-fees. He suggested no PAR until there is a commitment to the project (the first step). The library still owes \$42,000 on a current intercap, low interest loan. Dianne said they could possibly wrap the two loans together. She also suggested there might be long term loans at a lower interest rate.

Leon asked if Gus from DOC could talk to the rest of the board. Leon wants more direct information. Dianne suggested writing up questions to ask him and arranging a conference call. Victoria will send her notes to the board and they can send questions back, Victoria will compile the questions. Caitlin and Dianne agree.

Caitlin wants an overview of the whole process, step by step, from the DOC. Victoria can send Gus the old Beaudette Engineering report as well. The scope of the process will have to increase. The start date for action will be today and the goal for completion will be indefinite but not to exceed the next strategic plan.

Caribou Electric has been laying strips for the LED lights.

Dianne motioned for the funding from the Foundation to go to completing the Maker Space since it is a smaller project, Caitlin seconded. The motion passed unanimously. Leon's concerned about prioritizing if the board wants to keep the library a safe environment. He believes the Rasmussen should be a highest priority.

Shelves from the Bitterroot Library: The board likes the alternative shelves and will accept them.

New Business: Pam listened to Leon and the board on how they want the minutes taken. Victoria, Dianne and Caitlin like the minutes concise. Leon wants his input recorded. Pam agreed to do this.

Victoria suggested that the Building be under Old Business on every agenda until the project is done.

Denise worries the needs of building improvements will affect library operations or patron services. She also suggested board members go through the building with a knowledgeable contractor/inspector to see what needs to be done. Victoria said the board needs a professional to assess everything that is structurally wrong with the building. She will contact Stevensville's building inspector to do a walk through the back and basement of the Rasmussen building to determine what to do about the rim joist issue (moisture and rot).

At next meeting the board will discuss the list Denise passed out on “building improvements and identified issues”. She emphasized that her priority, when talking about monies spent on the building, is services the library provides to patrons. Leon suggested Denise to let the board know her ideas on her preferences in order to keep the board aware, i.e. on books, programming, equipment, staff, software.

Election: Leon mentioned he was only temporary when Ben left, but his paperwork extended his tenure.

Meeting adjourned at 5:03 p.m.

Minutes by Pam Morris