

**PUBLIC NOTICE:**  
**Board of Trustees Meeting**

Wednesday, October 16, 2019 at 3 p.m. in the Community Room of the Library

**Meetings are open to the public.**

- Call to Order/Roll Call
- Public Comment
- Approval of Minutes
- Finances
  - ❖ Statement of Revenue – Budget vs. Actual
  - ❖ Statement of Expenditure – Budget vs. Actual
  - ❖ Cash Report
- Guests
- New Business
  - ❖ Policy updates
    - Personnel – Section on personal appearance/dress code and section on reporting absences
  - ❖ December Board meeting: Shall the Board meet in December or take a holiday break
- Ongoing & Unfinished Business
  - ❖ Summer Hours: Board will review usage statistics between 6pm-7pm, and may vote if they want to implement summer hours and close at 6 pm beginning next summer, June-August, 2020.
  - ❖ Strategic Plan in Action: Building discussion including:
    - Renovation and/or construction decisions
    - Financing: Mill levy increase, loan, grants, foundation, donors and bonds
    - Other steps involved in renovations and/or construction of a library building
- Public Comment
- Board/Director Announcements & Comments
- 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**  
Minutes Board of Trustees Meeting  
Wednesday, October 16, 2019 at 3 p.m. in the Community Room of the Library

**Call to Order/Roll Call**

The meeting was called to order at 3:05 p.m.

**Present:**

Caitlin Dunn, Board Member

Kim Tiplady, Board Member

Victoria Howell, Board Chairman

Denise Ard, Director

Leon Theroux, Board Member

Absent: Dianne Snedigar, Board Member

**Guests**

Amy Horlacher, Foundation President

**Public Comment**

No public was present therefore there was no public comment

**Approval of Minutes**

The board wants the notes from the September presentation, "Building Campaign Basics & Must-Haves" by Missoula Public Library's Foundation President to be written up and added as an addendum to the minutes. Leon made a motion to approve the business section of the minutes and have all the sections on the presentation separated. In addition the rest of the notes written by Denise, Caitlin and Amy Horlacher should be typed and compiled and presented at the next meeting as the addendum. Kim seconded. The motion passed unanimously.

**Finances**

The board reviewed the Statement of Revenue, Statement of Expenditure and Cash Report. A question was asked about the expense of \$2,619 for building improvement in the library depreciation fund. Denise said it was for the asbestos removal. Leon asked why the nonresident fee was at 51%. Denise said she estimated the revenue based on the previous year and it is an annual charge.

Caitlin moved to approve the financial reports. Kim seconded. The motion passed unanimously.

**Guests**

Amy said they lost members and need new Foundation officers.

**New Business**

***Policy updates - Personnel – Section on Personal appearance***

The board decided to leave the dress code as is and was satisfied how the director is currently implementing it. The director has the discretion to make a special day if desired but t-shirts shall not be a regularly allowed dress.

***Policy updates - Personnel – Section on Reporting absences***

Kim moved to accept the revision. Caitlin seconded. The motion passed unanimously.

***December Board meeting: Shall the Board meet in December or take a holiday break***

The board agrees not to have a December meeting. Leon requests that they still receive the November financial statements in December. Denise said that is not a problem. Leon moved to take a December holiday break and not have a board meeting. Kim seconded the motion. The motion passed unanimously.

## Ongoing & Unfinished Business

### ***Summer Hours: Board will review usage statistics between 6pm-7pm, and may vote if they want to implement summer hours and close at 6 pm beginning next summer, June-August, 2020***

The board reviewed the statistics and thought the usage was enough that no change was necessary. Caitlin said, as a working person, she cannot get to the library until after 6 pm and appreciates the library being open until 7 pm. The Board expressed thanks to the staff for taking the statistics and thought that reviewing them was useful. The library hours will remain as they are.

### ***Strategic Plan in Action: Building decisions***

Denise contacted Bryan Bauder about renovating the MakerSpace. He is very busy and has not had time to update his estimate. The Board is waiting for an updated estimate on the Maker Space.

The building at 407 Main Street is for sale. The director expressed her interest once again in the Old Feed & Farm as the perfect location and size lot for a new library. The library does not have money to purchase it. Victoria will contact the realtor about the Old Feed & Farm and find out more information.

## Board/Director Announcements & Comments

### Adjournment

Caitlin motioned to adjourn. Kim seconded. The motion passed unanimously and the meeting adjourned at 4:27.