

**PUBLIC NOTICE**  
**North Valley Public Library Board of Trustees Meeting**

208 Main Street, Stevensville, MT 59870

Wednesday, August 18, 2021 at 3pm

**Meetings are open to the public.**

Community Room in-person.

***Agenda***

- Call to Order/Roll Call
- Guests
- Public Comment<sup>1</sup>
- Approval of Minutes
- Finances
  - ❖ Statement of Revenue – Budget vs. Actual
  - ❖ Statement of Expenditure – Budget vs. Actual
  - ❖ Cash Report
- New Business
  - ❖ Budget
  - ❖ Expanding the Library District
    - Contacting the Ravalli County attorney etc
  - ❖ Update the *Library Card, Circulation & Patron Privacy Policy*
- Ongoing & Unfinished Business
  - ❖ Building plans & discussion
  - ❖ Covid related issues & policies
- Public Comment
- Board/Director Announcements & Comments
- Adjournment

---

<sup>1</sup> If you are a member of the public and are unable to attend the Board meetings, the Board would still like to hear from you. Please email the Director at [denisea@northvalleylibrary.org](mailto:denisea@northvalleylibrary.org) or you can email board members directly. A link to Trustee contact information can be found on our website at [northvalleylibrary.org/board—information](http://northvalleylibrary.org/board—information).

**North Valley Public Library**  
Minutes Board of Trustees Meeting  
Wednesday, August 18, 2021 at 3 p.m.

**CALL TO ORDER/ROLL CALL**

The meeting was called to order at 3:03 pm

**BOARD MEMBERS PRESENT**

Victoria Howell, Chair  
Caitlin Dunn, Vice Chair  
Leon Theroux  
Kim Tiplady  
Dianne Snedigar

**BOARD MEMBERS ABSENT**

None

**STAFF PRESENT**

Denise Ard, Director and Melanie Carroll, Manager

**PUBLIC COMMENT**

None

**GUESTS**

Mary Jo Lykins, NVPL Foundation

**APPROVAL OF MINUTES**

Dianne moved to approve the minutes from the July 21 board meeting and Kim seconded the motion. The motion passed unanimously.

**FINANCES**

Victoria asked if the board should postpone the financial report approval process until after they approve the budget for the new fiscal year. The board decided to wait to approve the July financial reports until after the budget approval meeting in September.

Caitlin made a motion to approve the finalized June financial reports as presented and Leon seconded the motion. The motion passed unanimously.

Leon asked if they should approve the cash reports and leave the rest of the reports for next month's meeting as discussed. Victoria asked if there were any questions for July's cash reports. Dianne made a motion to approve the cash report as stated for July and Kim seconded the motion. The motion passed unanimously.

**NEW BUSINESS**

**BUDGET**

Victoria asked Denise to walk the Board through the Budget report. Denise explained that the General Fund line item did not include overdue fines or the nonresident fees as the Board would be discussing these later on in the meeting. She noted that if included, she would just make a generalized estimate based on last year's numbers as it is hard to estimate what fines and nonresident fees the library would collect in a year. She noted that the E-Rate disbursement amount is correct to the cent as that finalized information was received in July. She also noted that the library would be receiving State aid this year and that has been accounted for. Denise estimated the amounts for lost/damaged materials as well as

for sales and photocopies which is all based off last year's numbers. She also noted that health insurance would be increasing due to the new employee and a possible election of benefits from another full-time employee. She suggested the board might want to increase legal if they want to have a lawyer look over any contractual agreements for the PAR.

Victoria commented that the amount for Black Mountain had gone up quite a bit. Denise said that they usually go up a little bit, but it also raised this year due to the inclusion of Black Mountain's cloud software that the board approved at the last meeting. Victoria asked if they had paid the roofer in last year's budget or if Denise knew what the cost was and if it was included in this year's budget. Denise did not have the numbers in front of her, but she did include the cost in the new budget. Victoria also commented that it looked like the appropriations section was increasing over last year's budget, but everything still looks super healthy. She reflected that they ended the year in a really good position budget-wise and complimented Denise on placing cushions within the budget so if an emergency occurs they are covered.

Victoria asked what the rest of the board thought regarding the budget and if they wanted to make any changes. Dianne suggested adding more towards legal.

In regards to whether Denise should add to the general fund the estimate of fines and nonresident fees, Victoria asked if everyone had a chance to read the Director's report and asked whether they wanted to have the fine-free discussion again. Dianne asked if the library had a lot of materials returned late. Denise said that the people who have small fines are the ones who return material. There is a lost report that generates if the item is gone a long time and then the patron is charged for the cost of the material. Dianne asked if something doesn't come back, does Denise then determine whether to order another copy. Denise said yes. Caitlin said she was in favor of keeping fines as she does not see a problem with the system. Leo is also in favor of keeping fines as a way to deter people from keeping library materials. Denise said if they do not come back with the book than it would go into a 'lost' status and they would be charged the full price for the book. If the patron wanted to continue using the library then they would have to either return the item or pay for it. Dianne commented that as long as there is a fail-safe then she is fine with going fine-free. Denise said that Darby, Bitterroot, and Missoula are all fine-free and that the trend in the state is moving that way. Dianne said that she felt that there is a safety net and as long as that stops them from checking out further, she would be okay with it. Victoria asked if anyone wanted to make a motion in favor of going fine free. Dianne made a motion to withdraw late fees from both the budget and the policy and Kim seconded the motion. The vote was four members voting yes and Caitlin voting nay. The motion passed.

The library will go fine-free.

Both Dianne and Caitlin still believe the Library should have nonresident fees as way to support the library more than anything. Victoria would like to phase it out. She wants the experience at the front desk for both staff and patrons to be as positive as it can be. She commented that the money the library receives from the nonresident fee is not a lot and based upon what Denise had outlined in her report that trying to explain the tax system to patrons is not working and people are not feeling good about their library experiences. Caitlin commented that she does not feel as strongly about the nonresident fee as she did about fines and can see removing the fee as a way to build positive relationships with those outside the library district. Dianne said they might consider constructing a new library building closer to Florence as a way to include them in the district. Kim asked if she meant the "Y", at Hwy 93 and Stevensville turnoff near Super 1. Dianne said the area is expanding so they could give it a try. Victoria said it was interesting to explore. Leon asked how many people would qualify for the district at that point. Denise said they would have to contact the lawyer at Ravalli County. Denise had previously talked to the election office and they were not sure what the boundaries would be. Caitlin asked if previous board members had looked into including Florence and if they determined it would be too much work to

try to expand. Denise said John Conlan, a board chair previous to her working at the library, had stated it would be difficult to get Florence to join the district and they wanted to get the library funding steady so they focused their attention on Lone Rock and Stevensville school districts. Victoria said she thought the county should be able to look at the taxes and find the boundaries from there, but they would have to call and ask. Denise said a board member would have to contact the county and it would take residents of Florence willing to join and get a petition going. The board and the residents would have to meet with the lawyer to discuss what would go on the petition and also draw up a map. Denise noted that library staff cannot contribute to this process. The work would have to be done by the board and volunteers. Dianne said she thought it would make the process of a potential new building more appealing if the library was able to include Florence. Victoria asked what the board wanted to do regarding the nonresident fee. Kim said she did not think they should have one and to remove the fee as it does not generate much revenue. Dianne said that they should give the option to contribute, but not make it a requirement. Caitlin made a motion to remove the annual nonresident fee and Kim seconded the motion. The motion passed unanimously.

The nonresident fee has been removed as a requirement for obtaining a North Valley Public Library card for out-of-district patrons.

Mary Jo Lykins said that they should advertise the removal of the nonresident fee as there are Florence residents who are upset with the policy. Dianne asked if they should refund the nonresident's fee. Denise pointed out that would be difficult because they were in a new fiscal year starting July. The board decided not to advertise the out-of-district fee at this time.

With going fine-free and the removal of the nonresident fee, Denise did not have to edit the general fund revenue estimate.

Victoria if they should move on to increasing the legal line item. The board said to add \$2,000.

Dianne made a motion to pass the preliminary budget as amended and Caitlin seconded the motion. The motion passed unanimously.

## **EXPANDING THE LIBRARY DISTRICT**

### **Contacting the Ravalli County attorney, etc.**

Victoria said they would have to contact the county to figure out the boundary lines for Florence patrons in Ravalli County. Dianne asked what brought this discussion before the board. Caitlin responded that she had asked in the last board meeting. Victoria said it would be a huge commitment for the board and that the library staff cannot help in any way. Dianne asked if they would have the Foundation's support. Mary Jo commented that it would be something they would have to discuss and get back to the Board. Denise said the staff can only give out information. Victoria asked if there was a cost associated with the work needed in order to expand the district. Denise said that her sense from talking with the county that it would be free, they would just need someone to get that information. Caitlin asked if she would be legally able to volunteer her time as a board member. Denise responded yes because she is not a paid employee of the District but an elected official.

Victoria said she would contact the county and find out more information on expanding the library district.

## **UPDATE THE LIBRARY CARD, CIRCULATION & PATRON PRIVACY POLICY**

Caitlin remarked that they would have to update the policy to include the removal of fines. Denise added that they would also need to remove the nonresident section. She added that they would still have fines for interlibrary loans, technology, and equipment. Caitlin made a motion to accept the updated library policy and Kim seconded the motion. The motion passed unanimously.

## **ONGOING & UNFINISHED BUSINESS**

### **BUILDING PLANS & DISCUSSION**

Victoria said that she spoke with Bob Thomas again. He said that his foundation talked about the ownership of the building and whether they would consider selling a piece of the land. He said it was not out of the question, but they would need to be compensated for it. Their board would need to talk about it more, but they are open to all ideas at this point. She said that it would take an attorney to move further and asked what the board wanted to do. Kim asked if they knew whether that piece of land was even sub dividable and how it was currently zoned. Victoria said she did not know the answer to that. Dianne asked if it was owned by the Community Foundation. Victoria said that she believes it is zoned as residential as there is a house on the property. Dianne said that if they expanded the district then they might not even need to consider this piece of property as a location. Caitlin said she is still unsure why they need to specify this within the parameters of the PAR. Victoria asked what if the land was cheaper. Dianne responded that they should go with a regular cost analysis and any cheaper costs such as the land then would be coded as a cost savings. Caitlin said it was great they were open to the idea of the library owning the land, but she still feels that they need to wait for the PAR before doing anything. Victoria stated that nothing the library does impacts how the Foundation's plans are moving along. So they do not need to rush any decision and could afford to wait.

Victoria said, in relation to the PAR, that she has been talking to an architect that is interested in the project, and he thinks that they may have a problem with the RFP that they advertised. She said that he believes they should re-advertise the PAR and call it an RFQ rather than an RFP because the RFP evaluation criteria does not list a fee. He thinks they would get a better response and then be able to make a short list from there. Caitlin asked if they could do that legally. Victoria said there would be a cost involved. The board decided to wait until the deadline and then consider relisting the PAR.

### **COVID-19 POLICIES AND PROCEDURES**

Victoria asked if the board wanted to make any changes to the COVID policy. Leon commented he would like to leave everything as is. The board decided to leave the current COVID policy as is.

### **PUBLIC COMMENT**

None

### **BOARD/DIRECTOR ANNOUNCEMENTS & COMMENTS**

Denise informed the board that the new programmer had been hired and will be starting in the middle of next month. Leon asked if Denise had an update concerning the vision/dental/life that they had discussed in the last meeting. Denise said they looked like good standard policies for the full-time employees. She mentioned that she was starting to look into other health insurance options and would let the board know if she finds anything more fitting to the library's needs. She reminded the board that the next budget meeting will be held on September 2.

### **ADJOURNMENT**

Meeting adjourned at 4:58 p.m.

Minutes by Melanie Carroll