



PUBLIC NOTICE:

Board of Trustees Meeting

Wednesday, January 11, 2017

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: Community Room construction
 - ✦ Circulation Policy
- New Business
 - ✦ Internet at the Library: Blocking Proxy Servers
 - ✦ Library Tour
- Adjournment

Library board meetings are open to the public

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, January 11, 2017
3:00 p.m. in the NVPL Montana Room

Attending:

Joanne Charbonneau, Board chairperson

Denise Ard, Library Director

Victoria Howell, Board Member

Leon Theroux, Guest

Ben Essary, Board Member

Joanne called the meeting to order at 3:03 p.m. A quorum of three trustees were present including Victoria, Joanne and Ben. Kim and Diane had excused absences. No public comment.

Joanne motioned to approve the minutes from the December meeting, Victoria seconded. Motion carried unanimously.

Finances: Denise pointed out the \$266.60 miscellaneous income (line 362000) and said it was a Montana State Fund Dividend workers comp premium return for policy year 2014. It reads negative on "Revenues to be Received" column because it was not budgeted (anticipated) but it is income.

Friends of the Library have not met recently. The date for the Chocolate and Authors fundraiser is not set. Friends wants children friendly activities during Chocolates and Authors. Joanne will talk to Dianna about keeping in contact with them. The Friends are still in a reorganizational state after the departure of long time President, Beverly Helrich.

Ravalli County sent property tax bills later than normal so the mill levy funds are only at 35% received.

Expenditures: Due to unforeseen increases and expenses, the library needs to cut back on other line items in the general fund to make up the difference. Denise is finding line items to divert money from such as programming and events. Examples of unforeseen increases and expenses: having to pay the building and liability insurance premium twice in this fiscal year due to change of policy resulting in change of renewal date; replacing motor on heater; new hire for youth services with overlapping training hours and payout of vacation and sick.

Due to a bowing ceiling beam, the Community Room is not available to the public until the issue is fixed. The amount appropriated in the Library Depreciation Fund budget is not enough for the needed renovations to the Community Room. However, there is money in the Library Depreciation Fund in reserve that can be used, but it would require a budget amendment. Funds are legislated and the Library Depreciation Cash Reserve works differently than the General Fund Cash Reserve. The General Fund Cash Reserve should be 1/3 of appropriations to be fiscally responsible. Joanne moved to accept the financial report, Ben seconded. Motion carried unanimously.

Unfinished Business: The Town building inspector and Eclipse Engineering inspected the ceiling in the community room. There is a sagging roof beam that needs replacing, which first requires asbestos remediation. The insulation, lighting and grid are part of the project. These new renovations were not budgeted for this fiscal year. The board agreed that the project should take place immediately because the room is vital for children and adult programs. The Board directed Denise to schedule the contractors and keep the renovation going. Denise is to prepare a budget resolution, and put the budget resolution on the agenda for the February meeting. Victoria moved to go forward on the repairs on the community room, Joanne seconded. Motion carried unanimously.

The Foundation paid for the 2016-2017 renovations in the children's room. The discovery of a broken beam caused the project to be over budget. The Foundation used all the bequest money they received thus far and cannot pay for the Community room at this time. However, the Foundation said when they receive the balance of the endowment, which they expect in April, they will turn over that money to the library.

Circulation Policy: Policy discussion included resident eligibility to obtain a North Valley Library card. Should North Valley Library cards be limited to Stevensville and Lone Rock School District residents because only they pay taxes to NVPL? It was suggested that those outside the taxing district, go to the library at which they pay taxes, which would most often be Missoula Library and Bitterroot Library in Hamilton and have their library card issued there. Some board members believe the money lost from out of district patrons who use our library is not worth the ill will the new policy might generate. The cost for their cards is about \$500.00 a year for Montana Shared Catalog fees, but other costs are hard to determine. All residents of Ravalli County pay a small fee to the Bitterroot Library. There are issues with hidden charges, bookkeeping and matter of fairness for those whose property taxes pay for this library district. Joanne thinks it is a fairness and bookkeeping issue. NVPL pays \$.30 per checkout for Montana Library2Go, the online e-book and audio-book service. NVPL also has expenses in being part of the Partner's Sharing Group. Joanne said she wanted to emphasize that her suggestion is simply asking patrons to get their library card within the district they pay their taxes. Ben and Victoria raised concerns about all citizens having access to public libraries as well as potential hard feelings should we revoke NVPL cards to non-residents. In addition, the Partners Sharing Group may recommend that all patrons have a single card in the district in which they reside—which would settle the matter without NVPL taking unilateral action.

Joanne withdrew the motion she made about resident eligibility for a card and asked Denise to bring it back to the board after the Partners decides on the Single Partners Card Implementation Procedures for Current Duplicates. In the meantime, we will continue our circulation policy as is.

Joanne motioned to keep overdue fees at \$.10 a day, and inter-library loan overdue fees at \$ 1.00 a day. Ben seconded. Some libraries do not charge for overdue books but after two weeks they charge the price of the book as lost and send it collection. The motion passed unanimously.

Joanne motioned to create a proxy server blocker on our firewall. Victoria seconded. The motion unanimously passed.

Joanne adjourned at 4:34 p.m.

Minutes by Pam Morris