

PUBLIC NOTICE
North Valley Public Library Board of Trustees Meeting

208 Main Street, Stevensville, MT 59870

Wednesday, October 20, 2021 at 3pm

Meetings are open to the public.

Community Room in-person.

Agenda

- Call to Order/Roll Call
- Guests
- Public Comment¹
- Approval of Minutes
- Finances
 - ❖ Statement of Revenue – Budget vs. Actual
 - ❖ Statement of Expenditure – Budget vs. Actual
 - ❖ Cash Report
- New Business
 - ❖ Review survey results
 - ❖ A board member volunteer is needed to attend the online Tamarack meeting on Thu October 21 at 6pm.
- Ongoing & Unfinished Business
 - ❖ Building plans & discussion
 - Outline selection criteria for meeting with architect firm.
 - Discuss questions to be asked of architects.
 - ❖ Health insurance options for employees
 - ❖ Covid related issues & policies
- Public Comment
- Board/Director Announcements & Comments
- Adjournment

¹ 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 or you can email board members directly. A link to Trustee contact information can be found on our website at northvalleylibrary.org/board—information.

North Valley Public Library
Minutes Board of Trustees Meeting
Wednesday, October 20, 2021 at 3 p.m.

CALL TO ORDER/ ROLL CALL

BOARD MEMBERS PRESENT

Caitlin Dunn, Vice Chair
Kim Tiplady
Dianne Snedigar
Leon Theroux

BOARD MEMBERS ABSENT

Victoria Howell, Chair

STAFF PRESENT

Denise Ard, Director and Melanie Carroll, Manager

PUBLIC COMMENT

None

GUESTS

None

APPROVAL OF MINUTES

Dianne made a motion to approve the minutes from the September 15 meeting and Kim seconded the motion. The motion passed unanimously.

FINANCES

Caitlin asked if there was anything noteworthy in this month's financial report that Denise would like to draw to attention. Denise said everything was looking good so far. She mentioned that at the end of the year they would see that computer equipment line item was more than she anticipated and more than budgeted because there was non-budgeted IT wiring necessary in the Community Room. A budget is just a working document and individual item lines can be overspent as long as the total of the general fund is not over. Leon moved to accept the financial reports and Dianne seconded the motion. The motion passed unanimously.

NEW BUSINESS

REVIEW SURVEY RESULTS

Denise and the Board reviewed the results of the Community Input Survey. Caitlin said it was interesting to read and noted how many contradictions there were. Leon was amazed that many wanted a new building due to safety concerns. He said that even though the response rate was low, it was good that there was some commonality with people wanting a new library. Caitlin asked if Denise thought that the people commenting about the lighting had been in recently. Denise said it was hard to guess as sometimes the ceiling sags and knocks some of the new lights out of alignment causing them to shut off. Dianne said based upon what they are looking at, it might be good to use some of the comments in a capital campaign for the new building. Leon asked what Denise's thoughts were on the survey. She answered that the response rate was low as less than 2% of the service population responded. She asked what should be shared with the community if anything as the percentage of responses does not come close to matching the population served by the library. Leon asked how the survey relates to all users and Denise responded that she cannot tell. She offered that because there are so few responses, the strong opinions come through louder than what might be warranted. Denise asked the board if she should share the results with the

community and if yes, then how they would like her to do so. Dianne asked if there was some way that they could graph the responses in an easy way. Denise responded that it would be too muddled with all the comments. Caitlin offered that they share just the highlights. Leon said to just thank people and if they have any questions they could let the Director or the Board know. Denise asked if she should write something up and send it to the board to proofread it before she submits it to the public. The board agreed that Denise would write something and get input through email and publish in the newsletter.

A BOARD MEMBER VOLUNTEER IS NEEDED TO ATTEND TAMARACK

Dianne will attend the Tamarack meeting on October 21 via Zoom.

ONGOING & UNFINISHED BUSINESS

BUILDING PLANS & DISCUSSION

Outline selection criteria for meeting with architect firm

Discuss questions to be asked of architects

Leon asked if the architectural firm was asked to come and visit yet. Denise said no not yet, she was told at the previous board meeting to find out more information from the State regarding the legal requirements. The board wanted to know whether they were required to choose the firm if they met with them or if they could reject them. Denise found out from the State that it was legal to reject the firm after meeting with them, but that they should make sure that they outline their selection criteria and have questions and a rating scale prior to meeting the firm. Denise asked if the board did want to meet with the firm and they responded they would like to meet in January when all board members could be present.

Denise mentioned that Victoria asked her to write-up some questions to ask and that she had done so and sent them to the board. She asked if there was any feedback or anything else that they wanted to add. Dianne commented that some questions will occur during the meeting. Caitlin asked how detailed they needed to be to reject a firm. Denise responded with as detailed as they felt was necessary. Leon said one question he would like to know is what they are going to charge the board. Denise said that was included in one of the questions already listed. Dianne had a question that she would like to add but wanted to think about the wording.

The board said they would like further time to review and work on the questions/criteria. They tabled the discussion for the November meeting and ask Victoria to set-up the meeting with the firm for January.

HEALTH INSURANCE OPTIONS FOR EMPLOYEES

The board discussed the various different deductibles available from Blue Cross health care. Dianne made a motion to offer the two platinum health care choices for full-time employees and Kim seconded the motion. The motion passes unanimously.

COVID RELATED ISSUES & POLICIES

The board decided that due to rising numbers of COVID cases in Ravalli County that they would discontinue library volunteers until further notice. Kim moved to temporarily suspend all volunteering at the library and Dianne seconded the motion. The motion passes unanimously.

PUBLIC COMMENT

None

BOARD/DIRECTOR ANNOUNCEMENTS & COMMENTS

Denise commented that the NVPL Foundation had come up with three different donor trees that they would like to get the board's approval so they can put it into a grant. It will be on next month's agenda. She also informed the

board that the Rapp grant for the OPAC station as well as a section of new shelving for new materials was approved. She had placed the order for the furniture which will hopefully arrive soon.

ADJOURNMENT

The meeting adjourned at 4:34 pm

Minutes by Melanie Carroll