

PUBLIC NOTICE

North Valley Public Library Board of Trustees Meeting

208 Main Street, Stevensville, MT 59870

Wednesday, March 17, 2021 at 3pm

Meetings are open to the public.

MEETING IS ONLINE. You are welcome to join by computer or phone.

Online: <https://zoom.us/j/97116434631>

Meeting ID: 971 1643 4631

By Phone: +1 253 215 8782 US (Tacoma)

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
 - ❖ Discuss letter of complaint regarding fines. Board will decide if they want to go fine free and if they want to update the circulation policy.
 - ❖ Change of MT law regarding concealed or unconcealed weapons into public buildings necessitates updating the policy *Respect for users' staff and library property* to comply with the law.
 - ❖ Update employment agreement between the board and the director
 - ❖ Discuss turnover at the NVPL, wages, benefits and retaining staff.
- Ongoing & Unfinished Business
 - ❖ Building plans & discussion
 - Board needs to approve a Facilities Plan in order to have an architectural assessment/PAR (Preliminary Architectural Report)
 - Community Development Block Grant (CDBG) update from Victoria to partially fund PAR (Preliminary Architectural Report). Grant Amount is up to \$50,000 and match required.
 - Small fixes that are needed for our current facility and lack of willing contractors
 - ❖ Covid related issues & policies
 - ❖ *Naming, & Donor Recognition Art Policy* to be reviewed before adoption – Foundation request this to be postponed until April.
- 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, March 17, 2021

CALL TO ORDER/ROLL CALL

The meeting was called to order at 3:06 pm

BOARD MEMBERS PRESENT

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

BOARD MEMBERS ABSENT Kim Tiplady, Secretary

STAFF PRESENT Denise Ard, Director

GUESTS Mayor Brandon Dewey

PUBLIC COMMENT Donna Bainbridge, Foundation member, submitted public comment in writing to the Director which the Director read. See appendix 1.

APPROVAL OF MINUTES

Victoria said the minutes were great and appreciated that Melanie included in the minutes the detailed information that the School Superintendent, Bob Moore gave to the board. Victoria found some grammatical errors that she would send to Denise to be corrected. Dianne moved to accept the minutes with the typos corrected. Leon seconded. Motion carried. Leon asked if Bob Moore sent any documents to the library and he has not. He was not sure he could share the consultant's information.

FINANCES

Leon moved to accept the financial reports, Caitlin seconded. Motion carried.

NEW BUSINESS

FINE FREE

Board discussed changing the policy to go fine free. Denise shared her thoughts in favor of removing fines as well as the other librarians' thoughts on the matter. Victoria agreed that it would be a beneficial change. Caitlin, Leon and Dianne were in favor of leaving the fines as is. Leon thinks it helps get items back on time. Victoria would like a continued review of this as time goes on.

POLICY CHANGE: RESPECT FOR USERS' STAFF AND LIBRARY PROPERTY

Due to new gun laws in Montana, the Board needed to update the *Respect for users' staff and library property*. Caitlin moved to remove the firearms section from the policy. Dianne seconded. Motion carried.

EMPLOYMENT AGREEMENT BETWEEN THE BOARD AND THE DIRECTOR

Victoria asked if everyone on the board had read the agreement. They said they had. She asked if they had any comments. There were none. Dianne moved to accept the new employment agreement between the board and the director. Caitlin seconded it. Motion carried.

TURNOVER AT THE LIBRARY

The board discussed the ongoing struggle of employee turnover at the library. Denise discussed her desire to raise wages and offer more flexibility. She also feels that the building's lack of space and

condition adds to the struggle. Victoria and the Board agreed that they want to continue to raise wages as the budget allows and continue to offer better benefits and flexibility when able. Victoria brought up the possibility of combining with the Bitterroot Public Library. Denise said that she and Mark have discussed this and think it is a good idea. The Board will think about this and discuss it at a later date. Adding Florence to the tax district is another consideration.

ONGOING & UNFINISHED BUSINESS

BUILDING PLANS & DISCUSSION

FACILITIES PLAN

Victoria said she would like the Facilities Plan created by the Director to be approved. She said we need to have a Facilities Plan in place by the time we publish a Request for Proposals (RFP) for a Preliminary Architect Report (PAR). She asked if the Board had any changes. Caitlin said she needs more time to review, but would defer to others. The Board decided they needed more time to review the proposed Facilities Plan and asked for it to be postponed until April.

COMMUNITY DEVELOPMENT BLOCK GRANT FOR PRELIMINARY ARCHITECT REPORT (PAR)

Victoria shared her note on the process the library is undertaking in getting a PAR including the publishing rules for a RFP. See appendix 2.

Victoria is going to pursue getting the grant to fund the PAR. Victoria will see if Donna Bainbridge would like to help with writing it. The spring grant is due in June or July and awarded in August. The library would prepare the grant and would need to apply through the Town which is tentatively interested. If the library receives the grant, the money would pass through the County or Town.

Denise found out from Tracy Cook at the State Library that the Library Depreciation fund can be used for an architect assessment. So, Victoria said that even if they don't get the grant they can use that fund to pay for it.

Victoria said the grant is part of a much bigger process. She said we need the assessment for building construction or renovation, and that the library does not need an assessment if the library plans no changes. She just wanted to remind the board that it means we have made the decision to move forward and the PAR will help us make a decision on the best solution such as gutting the entire building or purchasing land and for a new building. Victoria added a bond election would be required. She said she contacted Klarryse Murphy to find out the library's bond capacity, but have not received that information yet. She said the Foundation will help us with grants and private funding, but it is competitive. There is also low-interest government loans that will help.

Leon thanked Victoria for the overview and would like to review the whole procedure again in April. He is concerned about taking money from the depreciation fund for a PAR when it may be needed for emergency building needs.

SMALL FIXES THAT ARE NEEDED AND LACK OF WILLING CONTRACTORS

Mayor Brandon Dewey said he noticed on the library's agenda posted at the Town that the library had some small building fixes which we had problems finding contractors. He reached out to Denise and asked what they were. Brandon thought the Town could help, so Brandon and Steve Kruse, the Public Works Director came by the library before the board meeting. Denise showed them the building issues the library needed addressed. Brandon said the Town is able to handle several projects including the lag fasteners, simple ladder, crawlspace handles and more. He said the Town could provide the labor if the library paid for the cost of materials. Brandon mentioned he could see why we needed the ladders made because we had some really deep holes into our cellar areas and he thought they

might be the deepest in Town. The mayor expressed appreciation for the library as it is an asset for the community. The Board expressed thanks for the help offered by the mayor and the town.

COVID-19 POLICIES AND PROCEDURES

The board discussed looking forward to the time when the library brings back more programs and eventually removes the mask requirements, but feels it is not yet time to do so. No changes have been made to current Covid policies at this time.

NAMING POLICY

The Foundation requested that the Naming Policy be postponed so they can submit their suggestions as a united body. They want to talk about it because it directly affects the Foundation. Caitlin moved to postpone the Naming Policy until the April meeting. Leon seconded. Motion carried.

PUBLIC COMMENT There was no more public comment.

BOARD/DIRECTOR ANNOUNCEMENTS & COMMENTS

Leon said he passed on some donor tree information to Donna Bainbridge.

Denise let the Board know that Kammy, a part-time 9.5 hours a week Library Assistant, resigned.

Victoria congratulated Denise on her success in recertifying. The board acknowledged its appreciation for Denise's hard work and what an asset she is to the North Valley Public Library.

ADJOURNMENT

Adjourned at 4:42

Minutes by Caitlin Dunn and Denise Ard

Appendix A

From: dbridge <dbridge@blackfoot.net>
Sent: Wednesday, March 17, 2021 2:27 PM
To: Denise Ard <DeniseA@northvalleylibrary.org>
Subject: RE: Youth Services Programmer

I am unable to attend, so am emailing my comments to you prior to the meeting.

1. I am concerned that so many of the staff are leaving the minute a new position comes up, specifically at the BR Library. I do not think it is our size that is at issue - it is always related to wages, benefits and flexibility. I think that the Board and Library Director need to reconsider these issues - perhaps discuss with staff whether wages, benefits and/or flexibility are more important if we have budgetary limits - what will make them want to stay and not leave for other positions.

2. The contractor that I contacted to repair the outside of CR is happy to be put on our Contractor List. I am happy to contact him and put him in contact with Denise to evaluate the issue of supports in the joists and a ladder to the basement. His name is Steven Grohbach, Epic Construction, Stevensville. He has done major work on reconstructing our roof, is reliable, bonded and licensed. Rates are reasonable.

Respectfully,
Donna Bainbridge

Appendix B

Building Report March 17, 2021

I have been in contact with Cody Ferguson, Community Planning Program Manager, Montana Department of Commerce (DOC), 406-841-2819.

We discussed the possibility of a CDBG Planning Grant to cover cost of Preliminary Architectural Report (PAR). This is the first step in any plan to move forward with a major building project. Maximum award is \$50,000 with a 3/1 match (we pay 25%).

To qualify, 51% of residents in our district have to be low-to-moderate income (LMI) which is 80% of average income. Initially Cody told me that we do qualify but one of his staffers, Gus Byrom, is researching that for us to confirm. If he cannot find the information showing that we do qualify, there are some other things we can do to prove that the majority of our library users are LMI, it will just take more time.

DOC is planning on a spring grant cycle which would have a deadline of June or July and be awarded in July or August. Cody did say that the guidelines may change.

We need a local government to sponsor this (HUD requirement) so we have the option of working with Ravalli County or Town of Stevensville. Part of their willingness has to do with whether or not they have a currently open CDBG grant. I met with Stevensville Mayor Brandon Dewey and he indicated the Town would be willing to partner on this as they have no open grants at this time. They would merely act as a "pass through" entity for the funding.

Once we hear back from Gus Byrom regarding the LMI eligibility, we can begin crafting the Request for Proposals (RFP) and get it advertised so that we can hire an architectural consultant. It must include specific language related to HUD requirements for equal opportunity. The DOC will coach us through the process.

In the meantime, Denise completed her Facilities Plan that will be part of what the architects will use in their assessment of our library. She has also been working with Tracy Cook at the State Library who has provided some input regarding RFP's and has agreed to review the RFP before we send it out. Denise has received several samples to draw from. She was also checking into whether or not we can use the Library Depreciation Fund to pay for the match on the planning grant or to pay for the PAR if we don't get the grant. Tracy verified that the depreciation fund can be used for that purpose.

If we get the grant, it will be the beginning of a much bigger effort to secure funding for whatever we end up choosing regarding the future of the library: stay where we are and renovate/replace the Rasmussen section; stay where we are and demolish everything we have now and rebuild; find new location and build new library.

Anything we choose will most likely require running a bond election, looking for other government funding sources, looking for private funding sources from foundations and from our community.

I called Klarysse Murphy, Ravalli County's Finance Officer, to see if she could give me some details about our bonding capacity (how much we can raise that way). She had no information for me. Tracy Cook at State Library is also looking into this. I also have a call in to Royce McCarty, deputy county attorney, regarding bond process (issuance, etc). Byrom recommended we work with Mark Simmons at Dorsey & Whitney if and when we are successful in passage of a bond.

One thing that board members can do if they so choose is look online at architectural firms and/or libraries in our region. There are some firms in Montana that have designed libraries and we will want to make sure that those firms get a copy of the RFP. If you see anything you like, let Denise know and she can put them on the list.

Respectfully submitted, Victoria Howell, Chair, Board of Trustees