

**PUBLIC NOTICE**  
**North Valley Public Library Board of Trustees Meeting**  
208 Main Street, Stevensville, MT 59870  
**ONLINE via Zoom**  
**Wednesday, July 15, 2020 at 3pm**  
**Meetings are open to the public**

**Join Zoom Meeting**

<https://mt-gov.zoom.us/j/97566453404>

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***Agenda***

- Call to Order/Roll Call
- Public Comment<sup>1</sup>
- Guests
- Approval of Minutes
- Finances
  - ❖ Statement of Revenue – Budget vs. Actual
  - ❖ Statement of Expenditure – Budget vs. Actual
  - ❖ Cash Report
- New Business
  - ❖ Business credit card for Melanie Carroll and Emily Sandersfeld
- Ongoing & Unfinished Business
  - ❖ Foundation wish list
  - ❖ COVID-19 policies and procedures
  - ❖ Building plans & discussion
- Public Comment
- Board/Director Announcements & Comments
- Adjournment

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<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, July 15, 2020 at 3 p.m.

**CALL TO ORDER/ROLL CALL**

The meeting was called to order at 3:11 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

**HOST** Tracy Cook, State Library

**PUBLIC COMMENT** Adam Baker said he would like the board to survey patrons on whether they like the mask requirement. TC wrote he was just observing. TC said his previous career was as a healthcare professional and recommends the library staff have two masks, and switch them during the day, disinfecting one in a bag of salt.

**GUESTS** No guests

**APPROVAL OF MINUTES** Leon made a motion to approve the June minutes and Kim seconded. The motion passed unanimously.

**FINANCES**

Denise said the library is still waiting for some outstanding invoices before closing the fiscal year so June financials are incomplete.

Caitlin made a motion to approve the June financials submitted and Dianne seconded.

Public comment - TC asked for clarification of the year ending date and was told it was June 30.

The motion passed unanimously.

Victoria said I'll try to make sure to ask for public comment before asking for the vote.

**NEW BUSINESS**

**Credit Cards for Melanie Carroll and Emily Sandersfeld.**

Dianne made a motion to approve business credit cards for Melanie Carroll and Emily Sandersfeld with a \$2500 limit. Kim seconded the motion. The motion passed unanimously.

**ONGOING & UNFINISHED BUSINESS**

**Foundation Wish List.** Dianne made a motion to approve the Foundation's Wish List for grants. Kim seconded. Victoria asked for public comment on the motion and Adam Baker said he likes the idea of the disc cleaner, especially if patrons could bring in discs to be cleaned. The motion passed unanimously.

**Covid 19.** No changes to Covid policy. Victoria asked for comment and Adam Baker reiterated that he would like the patrons surveyed on whether they liked the mask policy.

Denise asked about proceeding with hiring a new staff member to cover open hours before the background check is done due to Covid. Covid has closed some of the courts that are needed to complete the background check causing significant delay. Denise said the candidate already volunteers at Bitterroot Public Library. Victoria said check with the Bitterroot Public Library. If they have done a background check then Denise could offer the position. If Bitterroot has not done a background check to wait until the background check is done since it is policy.

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

Leon attended the going away party for Daniel and Pam representing the board.

The Board asked Denise if the Foundation's Golf Tournament fundraiser is still scheduled and she had not heard of a cancellation yet.

#### **ADJOURNMENT**

Caitlin moves to adjourn. Leon seconds. Motion carries.

Adjourned at 3:44

Minutes by Denise Ard and Caitlin Dunn