



## **PUBLIC NOTICE:**

### **Board of Trustees Meeting**

Wednesday, July 19, 2017

3 p.m. **Community Room**

**Library board meetings are open to the public**

- 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
- New Business
  - ✚ Policy – Personnel Policy updates
  - ✚ Policy – Public Participation
  - ✚ Report from Victoria on meeting with Community Center Complex Board
  - ✚ Budget revisions/Cleaning agreement
- Ongoing & Unfinished Business
  - ✚ Building
- Adjournment

Upcoming Board meetings: August 23, September 13, October 18, November 15. The Board will not meet in December per the vote at the June meeting.

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[northvalleylibrary.org](http://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, July 19, 2017  
3:00 p.m. in the NVPL Community Room

Attending:

Victoria Howell, Board chairperson  
Dianne Snedigar, Board Member  
Ben Essary, Board Member  
Caitlin Dunn, Board Member  
Denise Ard, Library Director  
Leon Theroux, Guest

Victoria called the meeting to order at 2:59 p.m. Dianne arrived a few minutes late. Kim was not in attendance.

In public comments, Leon asked to be part of the building committee.

Caitlin moved to approve last month's minutes, Ben seconded. Minutes approved unanimously.

Finances: The taxes from the levy for the fiscal year July 2016-June 2017 were less than anticipated by approximately \$5,000.00. E-rate funds started to arrive. In the middle of August, Denise will hear from the State regarding reduction in revenue. The County sends anticipated mill and State entitlement revenue sometime in August. The library will receive Tamarack funds for the July 2017-June 2018 fiscal year and the amount is not decreased. Ben motioned to approve the finances, Dianne seconded. Finance approved unanimously.

New Business: Two policy updates: Personnel and Public Participation.

Personnel: Denise presented an updated Personnel Policy for board review and approval. Lawyers at MACo reviewed the proposed personnel policy update to make sure it meets state public employee codes. Workers' compensation and sick leave is now based on the MACo recommendations. The maternity leave section was modified per MACo suggestions. The sick leave/bereavement pool and direct grant policy was updated. The option to use 2 sick days as personal leave per year was added as a benefit. The special events section was updated. Ben motioned to approve the updated personnel policy, Caitlin seconded. The motion passed unanimously.

Public Participation: Dianne motioned to approve the updated Public Participation Policy as presented, Ben seconded. Motion carried unanimously.

Meeting with Community Center Board: Victoria and Denise met with four members of the Community Center board. Victoria conveyed that at this time North Valley Public Library could not commit to their project.

Revisions to the Cleaning budget line item: The company that cleans the library said they cannot increase their workload to three days on the amount that was budgeted. Denise asked if it was okay to increase that budget line in the next revision of the budget. Dianne motioned to approve an increase to the budget for cleaning, Ben seconded. The motion passed unanimously.

Building: The first meeting of the building renovation sub-committee is at 5 p.m. on Thursday, July 20. Victoria, Caitlin and Denise will meet with the asbestos removal contractor, the building inspector and general contractor.

Victoria talked to Ed Sutherlin about the planter in front of the community room. That space could be used for bike racks and stroller parking.

Victoria reminded all that the next trustee's meeting will not be the third Wednesday in August, but the fourth Wednesday, August 23.

Victoria adjourned the meeting at 4:29 p.m.