



## **PUBLIC NOTICE:**

### **Public Hearings & Agenda for Board of Trustees Meeting**

Wednesday, September 19, 2018

3:00 PM-3:30 PM

Public Hearing – Permissive Medical Levy

3:30 PM-4:00 PM

Public Hearing – Final Budget Adoption FY 2019

4:00 PM-5:00 PM

Board of Trustees Meeting\*

- Call to Order/Roll Call
- Public Comment
- Guests
- Approval of Minutes
- Vote
  - ❖ Medical Levy
  - ❖ Final Budget Adoption
- Finances
  - ❖ Statement of Revenue – Budget vs. Actual
  - ❖ Statement of Expenditure – Budget vs. Actual
  - ❖ Cash Report
- New Business
  - ❖ Director Job Description
  - ❖ Discussion/Decision on Director Evaluation
  - ❖ Personnel Policy addition on volunteering
- Public Comment
- Board/Director Announcements & Comments
- Adjournment

\* Please note: The Third Wednesday of the month is the regular Board meeting of the Trustees of the North Valley Public Library. The regular board meeting of the Library Board will follow the public hearings. The public participation policy for the Board of Trustees meeting is on the library website or may be requested at the front desk.

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208 Main St., Stevensville, MT 59870, 406-777-5061

[northvalleylibrary.org](http://northvalleylibrary.org)

Monday – Friday 10 a.m. to 7 p.m.

Saturday 10 a.m. to 5 p.m.

**NOTICE OF PUBLIC HEARING  
FOR PERMISSIVE MEDICAL LEVY**

North Valley Public Library District Board of Trustees will hold a public hearing on Wednesday, September 19, 2018 at 3 PM in the Library Community Room at 208 Main St., Stevensville. The purpose of this hearing is to take public comment and pass a Resolution regarding the proposed permissive medical levy for health care premium increases for Fiscal Year 2019.

If you have any questions, please feel free to call the Library Director Denise Ard at 777-5061.

**NOTICE OF PUBLIC HEARING  
BUDGET ADOPTION FY 2019**

North Valley Public Library District Board of Trustees have completed the final budget for fiscal year July 1, 2018 - June 30, 2019. The Board will hold a public hearing on the final budget on Wednesday, September 19, 2018, at 3:30 PM at which time the Board will take comment, then adopt the final budget. Any taxpayer or resident of the Library District may appear for or against any part of the budget. This public hearing will be held in the Library Community Room at 208 Main St., Stevensville. If you have any questions, please feel free to call the Library Director Denise Ard at 777-5061.

North Valley Public Library Board of Trustees Minutes  
Wednesday, September 19, 2018, 3:00 p.m.  
North Valley Library Community Room

Victoria Howell, Board Chairman  
Kim Tiplady, Board Member  
Leon Theroux, Board Member  
Caitlin Dunn, Board Member  
Dianne Snediger, Board Member  
Denise Ard, Library Director

Two public hearings were schedule to hear public comments. The first on a permissive medial levy and second on the final budget resolution. No one from the public showed up to comment at either public hearing.

Victoria called the board meeting to order at 3:02 p.m. All members are present, there were no guests and no comments.

Approval of minutes: Leon motioned to approve the minutes of last month's meeting, Kim seconded. The motion passed unanimously.

Permissive Levy: Kim moved to adopt a permissive medical levy for health care premium increases of 0.1 mills (Resolution No. 2018-09-1). Dianne seconded the motion. The motion passed unanimously.

Final Budget Adoption: Victoria read Resolution No. 2018-09-2 to adopt the final FY 2019 budget. Caitlin moved to adopt the final budget. Kim seconded. It passed unanimously. Leon suggested that in future years that the board might consider budgeting more for continuing education and travel expense so the Director could attend conferences in other states to learn about new library ideas.

Financial Report: Denise entered budget numbers into Black Mountain accounting software so they appeared on the report. Caitlin moved to accept the financial reports, Leon seconded. Motion carried.

Director Job Description: As part of the review process, the Director's job description was reviewed. Denise presented some updates to the job description to the board. The updates reflect her responsibilities in more detail and with more accuracy. As per her employment offer, her hours are based on a 40 hour work week. She has flexibility within those 40 hours in order to cover all nuances of the job. Caitlin moved to approve the changes to the job description, Kim seconded. Motion carried unanimously.

Discussion of Director Evaluation: The board likes the official evaluation form devised last year but want to keep the process somewhat informal. Every board member will fill out the form and Victoria will compile them. Victoria proposed holding the evaluation as an executive session after the November meeting. Denise will also fill out the evaluation form before they meet and discuss it together.

Personnel Policy on volunteering: Denise contacted the MACo lawyers and sent a memo to the staff about employees of the library who wish to volunteer for the Friends or Foundation. She suggested that the Board add it to the Personnel Policy. Dianne moved to approve this addition to the policy, Kim seconded. The motion passed unanimously.

The policy now reads:

The Fair Labor Standards Act does not allow employees to volunteer for a public agency when it is the same type of work that they are employed to perform.

The Library Foundation/Friends is a 501(c)(3) group, not a public agency. Employees are free to volunteer for Friends of the Library or the Library Foundation but it must be on their personal time. The library does not encourage or discourage volunteering for the North Valley Public Library related organization.

Ongoing and Unfinished Business: Regarding the community listening session for strategic planning, Donna requests the list of responses from everyone by Sept. 27. People are very positive in their responses. More people say they will attend the evening session rather than the morning session.

There will be a ribbon cutting for the new Native American mural painted by artist Ken Daly on November 2 at 5 pm. Board members that are available are encouraged to attend.

Leon thanked Caitlin for conducting the meeting last month. There will be no board meeting in October. Kim moved to adjourn the meeting, Dianne seconded. Victoria adjourned at 4:14 p.m.

**North Valley Public Library  
Resolution No. 2018-09-1**

**PERMISSIVE MEDICAL LEVY FY 2019**

**Whereas**, the North Valley Public Library Board of Trustees met in a public hearing on September 19, 2018, on the proposed Permissive Medical Levy for health care premium increases for Fiscal Year 2019 as required by MCA 2-9-212;

**Now Be It Therefore Resolved**, in accordance with the MCA 2-9-212, the Board of the North Valley Library District, Ravalli County, Montana approves and adopts a permissive medical levy for health care premium increases of 0.1 mills.

Adopted this 19<sup>th</sup> day of September, 2018

NORTH VALLEY PUBLIC LIBRARY

BOARD OF TRUSTEES

By: \_\_\_\_\_

Chairman

ATTEST

By: \_\_\_\_\_

Secretary

**North Valley Public Library  
Resolution No. 2018-09-2**

**BUDGET ADOPTION FY 2019**

**Whereas**, the North Valley Public Library Board of Trustees met in a public hearing on September 19, 2018, on the proposed 2018-2019 North Valley Public Library District Budget as required by MCA 7-6-4030;

**Now Be It Therefore Resolved**, in accordance with the MCA 7-6-4030, the Board of the North Valley Library District, Ravalli County, Montana approves and adopts the final library district budget.

Adopted this 19<sup>th</sup> day of September, 2018

NORTH VALLEY PUBLIC LIBRARY  
BOARD OF TRUSTEES

By: \_\_\_\_\_

Chairman

ATTEST

By: \_\_\_\_\_

Secretary