

PUBLIC NOTICE

North Valley Public Library Board of Trustees Meeting

208 Main Street, Stevensville, MT 59870

Wednesday, January 20, 2021 at 3pm

Meetings are open to the public.

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

Join Zoom Meeting

<https://zoom.us/j/95560164741?pwd=UHZ2ZFZmbHpVTVNobVE5K3hXWkNidz09>

Meeting ID: 955 6016 4741

Passcode: 987588

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Meeting ID: 955 6016 4741

Find your local number: <https://zoom.us/u/aemHdQzTTk>

Agenda

- Call to Order/Roll Call
- Guests
 - ❖ Mary Jo Lykins from the NVPL Foundation
- Public Comment¹
- Approval of Minutes
- Finances
 - ❖ Statement of Revenue – Budget vs. Actual
 - ❖ Statement of Expenditure – Budget vs. Actual
 - ❖ Cash Report
- New Business
 - ❖ Board election: Leon and Kim are up for election. Filing deadline is February 8, 2021 for May 4 election.
 - ❖ Computer and Internet Use & Safety Policy – To be reviewed & updated
 - ❖ Naming policy – Does the board want one? If so, what do you want include?
- Ongoing & Unfinished Business
 - ❖ Building plans & discussion
- 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, January 21, 2021 at 3 p.m.

CALL TO ORDER/ROLL CALL

The meeting was called to order at 3:15 pm

BOARD MEMBERS PRESENT

Victoria Howell, Chair
Caitlin Dunn, Vice Chair
Leon Theroux
Kim Tiplady
Dianne Snedigar (was delayed arrived at 4:04 pm)

BOARD MEMBERS ABSENT None

STAFF PRESENT Denise Ard, Director and Melanie Carroll, Manager.

PUBLIC COMMENT No public was present so there was no public comment.

GUESTS No guests were present

APPROVAL OF MINUTES

Victoria asked if everyone had a chance to look over the draft of the minutes from the November 18 meeting. Everyone responded with yes.

Kim made a motion to approve the minutes from the November 18, 2020 meeting. Caitlin seconded the motion. The motion passed unanimously.

FINANCES

Victoria commented that we were on track at the midway point in the fiscal year with the amount at 50%. She also remarked that the Expenditures were tracking under budget at 41% which was good as well. She asked if Denise had anything to comment regarding the Statement of Revenue. She did not. Victoria asked Denise the same question regarding the Statement of Expenditures. Denise remarked that there was nothing unusual. She said she just fill out the Workers' Compensation report which might increase the expenditures amount, but she wouldn't be sure until she received a response. Victoria saw that a couple of line items were at 100% of the budget and asked for verification that those were once a year payments. Denise confirmed that they were. Victoria moved onto the Cash Report. Denise noted that there was a difference in the Cash Report. There is a new bank listed on the report for the Jamex coin machine for the printer. She explained that it needed its own bank because we need to give change to patrons who insert bills for prints. She remarked that the bank should always read \$25.00.

Caitlin made a motion to accept the financial reports with Kim seconding the motion. The motion passed unanimously.

NEW BUSINESS

BOARD ELECTION

Victoria said that both Leon and Kim are up for reelection and the filing deadline is February 8, 2020 for the May 4th election. She asked what their attentions are in regards to filing and whether they were interested or not. Leon said that he had filed and Kim said that she still needs to file. Victoria asked if she was going to file. Kim responded that she believes that she was going to. Victoria asked when the internal board elections were. Denise said it could be next month or whenever. They had to renew the board bylaws next month so it could be done then. Or after the May 4th election, if they preferred.

Victoria asked if they should discuss it at the next meeting. Denise asked if it should be an agenda item. Victoria commented that it should be on at least for discussion.

COMPUTER AND INTERNET USE & SAFETY POLICY

To be reviewed and updated

Victoria remarked that all policies have to be regularly reviewed and the one for this month's discussion is the 'Computer and Internet Use and Safety Policy'. She asked if there were any changes to be made. Denise responded that after reviewing the policy, there seemed to be only some minor changes that needed to be made. For instance, we only have one ADA station, there are no laptops for in-library use anymore, and that there is only one computer policy so any mention of more than one was unnecessary.

Leon made a motion to accept the changes to the Computer and Internet Use & Safety Policy. Kim seconded the motion. The motion passed unanimously.

NAMING POLICY

Does the Board want one? If so, what do you want include?

Victoria said that she would like a naming policy. Leon had a question. He asked about when the Makerspace had a substantial donation made, if the donors requested naming of that room. He thought that maybe the Board had refused naming the room for a donation. No one else was quite sure of the story associated with the Makerspace. Victoria believes that a naming policy is important for the Board, the Foundation, as well as the donors for clarity. She thinks that people have expectations when giving large amounts to the library. She did not think they needed anything elaborate, but she believes that a policy makes sense now that they have an active Foundation. Kim agrees with Victoria. She states that it gives the Foundation a tool to refer to as they get donors and a guideline to follow. Denise asked what they would like to include. Should she take the one from ImagineIF and adapt it for the library. Leon asked what Denise thought of the Naming Policy. Denise believes it would be a good idea especially as these things could possibly be coming up more with the talks of a new building increasing. She remarked that someone wanted to name the Community Room, but had to be turned down because it already has been named. She asked what time duration should be. Kim offered 50 years. Leon asked if it should be on the agenda for the next board meeting. Victoria said that there was no particular rush. Denise said she thought they had enough for the draft unless the board could think of any other inclusions. No one had anything more to add at this time.

ONGOING & UNFINISHED BUSINESS

BUILDING PLANS & DISCUSSION

Victoria said that she spoke to Katie Ward, the realtor for Montana Bob's building. Victoria had wondered if the building had sold yet, but Katie said that it had not. She mentioned that there is a developer interested in it, but he has not yet contacted her. Victoria said that Katie had a suggestion of possibly leasing a floor from the developer if it did sell, but Victoria feels strongly against this. She really would like the library to be its own building which the board members agreed. She remarked that a lot of time had passed, but she feels that they are not closer to making a decision about what to do. She feels compelled to make a decision this year. She asked the other members what they thought. Leon said he was tottering on the fence whether to go for a new building or not. Caitlin said she wasn't sure what was feasible for the library, remodeling the current building or building a new library. Kim said it was a daunting task especially as property values have increased in the area which she feels is concerning. She commented that it is hard to remodel a building that is falling down around you. Denise suggested a meeting between the Board and the Foundation to talk about the building project to get a better gauge on what is doable for everybody and so that they can all be on the same page. Victoria thinks this is an excellent idea. She remarks again that she feels like they need to make a decision this year and that she worries that she will feel bad if the property sells and they have lost the opportunity.

Leon agrees that meeting with the Foundation is a great idea; however, he would like to meet in person as he feels via Zoom that things get lost in translation. Victoria commented that they could meet in person as the Community Room is big enough to social distance. She asked how many people were on their board. Denise responded with six. Victoria commented that it sounded like an evening meeting and asked Denise to find a couple possible dates and run them by the board.

BOARD/DIRECTOR ANNOUNCEMENTS & COMMENTS

Victoria asked if anybody had any other announcements or comments. Leon asked about advertising the board meetings on the Ravalli County calendar. Denise said that they would be doing that moving forward as they are legally required to do so. She states that it will also have to be added into the bylaws. Victoria commented that she is no longer involved in the Bitterroot Star, so the board meeting will also have to be added to the calendar by request every month.

Caitlin asked if they could consider switching back to in-person meetings again. Denise thought that it might not be the best time for that. Caitlin feels that eventually they do have to start meeting in-person again which Victoria agreed.

Dianne entered the meeting at 4:04 pm

Victoria quickly overviewed the meeting for Dianne. Dianne remarked that she was dealing with a closure for COVID at the moment at her office and felt that they should continue virtually for the time being. Victoria asked to put COVID back on the agenda as a standing item and revisit the conversation next month. Leon commented that he would be for in-person meetings again as he continues to have difficulties in connecting to the virtual meetings.

ADJOURNMENT

Adjourned at 4:11 pm

Minutes by Melanie Carroll