

# NORTH VALLEY PUBLIC LIBRARY

## **PUBLIC NOTICE:**

### **Board of Trustees Meeting**

Wednesday, June 21, 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
  - ✚ Budget
  - ✚ Policy updates – Personnel
  - ✚ December Meeting – Cancel or move to December 13
- Ongoing & Unfinished Business
  - ✚ Community Center Complex
  - ✚ Building
- Adjournment

Upcoming Board meetings: July 19, August 23, September 13.

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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.

North Valley Public Library Board of Trustees Meeting  
Wednesday, June 21, 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

Victoria called the meeting to order at 3:00 p.m. Kim Tiplady was not present. There were no guests and no public comment. Leon Theroux submitted a written comment concerning the joining of the NVPL with the Community Center.

Dianne motioned to approve the last month's minutes. Caitlin seconded. The motion passed unanimously.

Finances: The main control board for the air conditioning unit in the Rasmussen building stopped functioning. Anderson's Heating fixed it. The cost for the repair was \$707. (The furnace was refitted November 2014<sup>1</sup> to include air conditioning.) The Anderson technician said the motor was fine and replaced the main board, which is now under 1 year warranty. Dianne wondered if the unit might have to be replaced soon, which is a question to consider when budgeting for maintenance and repair. Budgeting for preventative yearly maintenance on all the heating/ air conditioning units is a good idea. Caitlin motioned to approve the finances, Ben seconded. The motion carried unanimously.

New Business:

Budget: Denise created preliminary budgets for the general fund and the depreciation fund. She based the preliminary budgets submitted on last year's revenue. She will know better in August about the probable increase in the cost of the MontanaLibrary2Go service as well as the Montana Shared Catalog yearly fee. This current fiscal year's e-rate reimbursement has not been received, so she did not include it in revenue in the preliminary budget but hopes to do so in the revised budget she will prepare for the August or September meeting. Denise pointed out that the preliminary budget is speculative at this point. Dianne suggested the most practical budgeting includes pre-planning. Victoria agreed that repair and maintenance should be increased. Denise added the sink repair in the bathrooms to this line item but she does not have an estimate from

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Warranty A/C units: One year parts and labor. Warranty new furnace. 10 Year heat exchanger, 5 year parts and one year labor. A/C Credit \$500.00 on newer Trane unit and \$1000.00 on older Trane unit. Pricing above shows that. We also relocated gas furnace at no additional cost to you for a savings of approximately \$2000.00

the contractor so that is a guess. Victoria motioned to approve the finances, Dianne seconded. The motion passed unanimously.

Personnel Policy updates: Denise is still corresponding with MACo lawyers regarding workers' comp, special events, sick leave, maternity, sick/bereavement pool and leave of absence without pay and a sick leave pool and so does not have a revised policy to submit to the board for approval.

Unfinished Business: Jan Perrin from the Community Center board contacted Victoria about further discussion on whether North Valley Library wants to join their plans for a Community Center on Middle Burnt Fork Road. Jan's board met with the Stevensville schools who are interested in partnering with them. Jan would like to meet with the NVPL board members to discuss further involvement by the library. Caitlin and Ben are inclined not to go in with them but agree with Victoria that they should meet with all concerned and learn the updated developments, as long as there is no commitment implied. Victoria will set up this meeting and let other board members know.

Building: Donna Bainbridge said the Foundation did not get the grant to remodel for a MakerSpace behind the community room. Dianne reported that the valley FFA group wants to do the landscaping and drainage work behind the library. They are waiting for grant money. Dianne will continue meeting with them in the coming months.

Victoria suggested creating a committee of two board members to meet with contractors and inspectors about future building renovation. Victoria and Caitlin volunteered, with Dianne as alternate. Ben motioned to create the subcommittee. Caitlin seconded. The motion passed unanimously.

Bryan is still working out the details on fixing the bathroom. New sink unit purchases and installation will come out of the operating budget. Sealing the floor could come out of the depreciation fund, depending on the cost. Donna and the Foundation are also fundraising to pay for the floor.

The empty planter in front of the community room needs to be removed or filled in. Using it as a planter, water seeps into the wall. The new building committee will look into this and make suggestions. An outdoor light under the awning is not functioning. Denise will call Keith the electrician.

Victoria adjourned the meeting at 4:44 p.m.