

PUBLIC NOTICE

North Valley Public Library Board of Trustees Meeting

208 Main Street, Stevensville, MT 59870

Wednesday, May 19, 2021 at 3pm

Meetings are open to the public.

Community Room in-person. Mask covering nose & mouth required and 6' distancing.

Agenda

- Call to Order/Roll Call
- Guests
- Public Comment¹
- Approval of Minutes
- Finances
 - ❖ Statement of Revenue – Budget vs. Actual
 - ❖ Statement of Expenditure – Budget vs. Actual
 - ❖ Cash Report
- New Business
 - ❖ Staff wage increases
- Ongoing & Unfinished Business
 - ❖ Building plans & discussion
 - Roof windows
 - ❖ Covid related issues & policies
- 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, May 19, 2021 at 3 p.m.

CALL TO ORDER/ ROLL CALL

The meeting was called to order at 3:00 pm

BOARD MEMBERS PRESENT

Victoria Howell, Chair
Caitlin Dunn, Vice Chair
Leon Theroux
Kim Tiplady (attended via phone)
Dianne Snedigar

BOARD MEMBERS ABSENT

None

STAFF PRESENT Denise Ard, Director and Melanie Carroll, Manager

PUBLIC COMMENT

GUESTS Maryjo Lykins, Library Foundation Member

APPROVAL OF MINUTES

Dianne moved to approve the April 21 board meeting minutes and Kim seconded the motion. The motion passed unanimously.

FINANCES

Victoria asked if anyone had any questions regarding the financial reports. Dianne commented that maybe next year the budget will grow due to the increase of the tax base. Denise said that the county wasn't sure whether there would be an increase yet and that they would not know until August when the estimate is due.

Caitlin moved to approve the financial report and Kim seconded the motion. The motion passed unanimously.

NEW BUSINESS

Staff Wage Increase

Victoria started the conversation by stating that this was in direct response to problems retaining staff and that they needed to stay equitable with the staff that they have. The proposal to raise wages usually occurs during the budget; however, she felt it was important for the board to raise them early. She believes that they need to have a good discussion on the subject. Leon said he was okay with the salary increases, but was more concerned with the benefits. He does not think that there is a lot to work with unless something changes. Victoria also commented on the work environment and said that by improving it they could make NVPL the best place to work and hopefully compete that way with larger libraries. Leon said they needed input from staff. Victoria hopes they could place it on next month's agenda.

Dianne asked if the five resignations in the past year were all due to pay or retirement. Denise answered that with the exception of one that wages & benefits were factors. Leon asked how many days the Bitterroot Library was open. Denise said normally six, but might have been different at

various times due to COVID. She added that no one works more than four days a week (36 hours) at Bitterroot Library. Victoria asked how he thinks that would relate to the staff here. Leon said that if he was an employee and could work for the same salary or maybe more, for less hours then he would be attracted to that library over NVPL. Victoria asked how that relates to wages. Leon thinks that retention is about more than just wages, but also benefits. Dianne asked if they had tried to go in with Bitterroot on insurance. Denise said that has not worked out because it would be more expensive. They wondered if they would be able to contact a state representative to get involved or the State Library. The State Library so far has not been interested in the topic because many libraries in Montana are county or town libraries and are covered by insurance by their municipalities. Denise thought it was a great idea if the Board members contacted their representatives and asked them to advocate for allowing library districts to join Montana Association of Counties (MACo) health insurance. NVPL is allowed to get liability insurance through MACo but not health insurance. Libraries are not the only small districts in the state, there is also fire districts etc.

Caitlin made a motion to accept raises as presented to start at the beginning of the current pay period which started May 9 and Dianne seconded the motion. The motion passed unanimously.

ONGOING & UNFINISHED BUSINESS

Building Plans & Discussion

Roof Windows

Denise said that she approved the work for the one window to be fixed because the cost and scope was within the authority granted to her by the board, but that the Board should decide on what to do with the other roof windows. Victoria said they should approve the work so they do not have to worry about water leakage. Denise agreed saying that unless they are ready to move into a new building right now than they should do so as a preventive measure. Victoria asked how much does the board want to do to the building before trying to sell it. Dianne commented that sealing the windows would be the cheaper way to go. Leon asked what blocking the windows up entails. Victoria said sealing, insulating, and covering them up. Leon said he would hate to do anything that would affect the outside look of the building. Victoria said that they were not talking about the front windows and that these are not visible from the front of the building. She said the public would not see them. Leon said it was inexpensive and might buy them some time before heavy damage occurs. Caitlin said it seemed practical to do.

Dianne made a motion to approve the estimate for blocking up the roof windows and Kim seconded the motion. The motion passed unanimously.

Victoria said that Denise and she finished writing Request for Proposal (RFP) for the Preliminary Architectural Report (PAR) and the next step is to send it to Montana Department of Commerce Community Development Division for approval. Once that happens, they will be ready to advertise. She talked to the Foundation and they said they would contribute \$10,000 to the cost of the PAR if the library was not eligible for a grant. Victoria said at the Tamarack meeting that she got some names of some architects.

Victoria also said she talked to the mayor about potentially partnering with the town as they have also run out of space. Leon stated that the community partnership at the new Missoula County Library was neat. Victoria agreed and said it would be nice having the physical presence of more people in the building regardless of whether they were library employees or not. She asked if anyone else had any other comments. Caitlin said she thought that until they get the PAR any steps forward would have to wait.

COVID related issues & policies

Victoria started the discussion by saying that Missoula no longer has a mask mandate. She asked what the board wanted to do, noting the recommendation from Denise. Leon said they were the first to have a mask policy, but were soon backed up by the state. He is a little leery to change the requirement and wants to wait a month or so. Caitlin feels the exact opposite way. She said to remove the requirements, but still provide curbside service. Victoria noted that the Town of Stevensville lifted their mandate. She said vaccinations were widely available. Dianne remarked that some have reactions and are unable to get vaccinated. Denise recommends making them optional. Victoria asked if someone wanted to make a motion. They discussed the requirements concerning distancing and signage. Caitlin made a motion to update the COVID policy to change the mask and distancing requirements to “encouraged” and 3 ft. as well as keeping the curbside service and Kim seconded the motion.

Denise asked about the community room and whether programs can meet without masks and distancing requirements. Dianne commented that they should table that discussion right now to see how the updated policy turns out. Melanie asked when this update would go into effect. Victoria answered immediately depending on how the vote goes.

Caitlin amended the previous motion allow the community room to be used for library in-person programming, town meetings, NVPL Foundation meeting, and the book club, but stating that no outside groups are able to book the community room and to have this updated policy go into effect immediately. Kim seconded the motion. The motion passed unanimously.

Public Comment

Maryjo from the Foundation gave the board an update on upcoming fundraisers. *Birdies for Books* will be held this year on August 14. They have the lunch set-up to be sponsored by Five Valley Livestock and they still need 5 holes sponsored. *Brew for Books* will be on June 16th at the Wildwood Brewery.

Board/Director Announcements & Comments

Leon wanted to express the Board’s thanks to the Foundation for working to get the planter removed and the area fixed up. He thinks it looks good which the Board agreed with.

Adjournment

The meeting adjourned at 4:23 pm.