

NORTH VALLEY PUBLIC LIBRARY

PUBLIC NOTICE:

Board of Trustees Meeting

Wednesday, March 15, 2017

3 p.m. **Montana Room**

Library board meetings are open to the public

- Call to Order/Roll Call
- Public Comment
- Guests
- Approval of Minutes – ACTION ITEM
- Finances
 - ✦ Statement of Revenue – Budget vs. Actual
 - ✦ Statement of Expenditure – Budget vs. Actual
 - ✦ Cash Report
- Ongoing & Unfinished Business
 - ✦ Building
- New Business
 - ✦ Board Bylaws – ACTION ITEM if changed
 - ✦ Meeting Day/Time – ACTION ITEM if changed
 - ✦ Policy – Personnel – ACTION ITEM
 - ✦ Policy – Respect for staff, users and library property – ACTION ITEM
 - ✦ Policy – Circulation – ACTION ITEM
 - ✦ Election of new officers – ACTION ITEM
 - ✦ Non tax funding sources – Presented by Ben
- Adjournment

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

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, March 15, 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 3:03 p.m. Kim Tiplady was absent, but there is a quorum. No public comment.

Minutes: Caitlin made a motion to approve the minutes of the last meeting, Ben seconded. The minutes were approved unanimously.

Finances: Federal eRate money is still outstanding, so the finances show a deficit in telecommunications. In addition, the library had to pay more for building maintenance than budgeted and will have to go over budget in insurance. Denise will use money from programing, elections, membership and travel, to make up extra expenses. She believes the library cannot depend upon the eRate funding to arrive this fiscal year. When Denise prepares the budget for the next fiscal year, she will not include eRate discounts in calculating telecommunication expenses, but instead budget the full telecommunication amount.

The HVAC condensate pump was repaired. Anderson's Heating did not charge since they replaced it on 10/6/16, so it was under warranty.

Overall, the budget is on track for the year. Ben motioned to approve the finances, Dianne seconded. The finances were approved unanimously.

Building:

- The community room renovation is complete.
- Victoria will be the point person with the chiropractic business next door when coordinating snow removal in that corner of the building, or any other needed dialog.
- The Foundation is writing a grant for turning the space behind the community room into a craft/art/makerspace room.
- The board talked about drainage problem behind the building, with some possible landscaping. The Board asked Denise to find out if Job Corp does this type of project. The landscape would need to slope away from the building.

- The NVPL Foundation is going to reimburse the library from the Priscilla June Antrim bequest for a large portion of the cost of the Community Room renovation. Denise recommends paying back the library depreciation emergency building fund before committing to fund any more projects.

New Business: The Memorial Donation plaque will be used to honor donation \$2,500 or above with person's name and year of donation. The very generous donations from Priscilla June Antrim and Warren Edward Howe estates paid for the children's room and community room renovations.

Janitorial cleaners should have a specific chore list when cleaning the library. They need to be licensed and insured. Denise will revisit the cleaning agreement with the current cleaners. Dianne will get Denise names of area cleaners. Victoria will send her cleaning checklist to Denise as a sample.

Board By-laws: Dianne motioned to approve the following changes to the bylaws, Caitlin seconded. Section 2 in Article II, Section 2 will be removed because it is saying the same thing as Article VI. In Article IV, Section 2 the statement about "report from Friends of the Library" will be stricken. The wording in Article VI, Section 1 and 2 will be changed from "shall" to "may" on open meeting rules. The wording in Article VII will change from "mailed" to "provided". The wording in Article VII, Section 2 about the rules and resolutions, will change from "at which three members of the Board shall be present" to "at least three members at the meeting." The motion passed unanimously.

Denise asked that the September 20 meeting change to September 13 to accommodate her vacation. The board approved. The Tamarack meeting is May 12-13. Ben said he could go. Dianne and Caitlin also showed interest in attending. Denise did not expect such an enthusiastic response and did not budget for more than one board attendee this fiscal year but said other Boards often bring multiple members. Travel was one of the line items Denise was going to purposely underspend to make up for the overage in other line items. (Usual procedure is driving in one car so only have to reimburse gas mileage for one car. Sharing rooms is a possibility. After the Montana Shared Catalog meeting in Helena, it will be better known if the library can afford for three board members to attend this year.)

Personnel Policy: Victoria motioned to approve a new wording change in the section of the policy about training; "additional training for personnel must be approved", and clarify that there is no immediate monetary reward upon receiving State Library certification. Dianne seconded the motion. The motion passed unanimously.

In the section about respect for staff, users and library property, the wording will be changed to "Shirts and shoes will be worn at all times in the library". Dianne motioned to agree to the change, Caitlin seconded. Motion carried unanimously. Denise will put a sign up.

Circulation Policy: Victoria moved, and Dianne seconded, a motion to approve a circulation policy for North Valley Public Library. The new policy includes a \$25 per year fee for households outside the NVPL taxing district.

The annual nonresident fee will be implemented on July 1, 2017. All out-of-district cards will expire on June 30, 2016. The circulation policy also states that a guardian who signs for a child 18 and under will have access to the child's record. The motion passed unanimously. The complete policy will be available on the library website.

Dianne moved to approve Caitlin as the vice chairperson of the board. Ben seconded. The motion carried unanimously.

Ben Essary gave a presentation about potential funding sources. The USDA Community Facilities Direct Loan and Grant program is for essential community facilities. The Montana and Idaho Community Development Corporation offers new market tax credits to use for funding to retain current jobs or help create jobs where economic growth is a challenge. Ben suggested that perhaps the Library Foundation know people in the community with the time and skills to pursue these avenues.

Victoria adjourned the meeting at 5:42 p.m.