

PUBLIC NOTICE

North Valley Public Library Board of Trustees Meeting

208 Main Street, Stevensville, MT 59870

Wednesday, June 16, 2021 at 3pm

Meetings are open to the public.

Community Room in-person. Masks and 3' distancing encouraged.

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
 - ❖ Improving the culture at the library
 - ❖ Review policies
 - Bulletin board and literature rack.
 - Public participation policy at board meetings.
 - Electronic Communication amongst trustees.
 - ❖ Community feedback on the library
- Ongoing & Unfinished Business
 - ❖ Building plans & discussion
 - ❖ 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, June 16, 2021 at 3 p.m.

CALL TO ORDER/ ROLL CALL

The meeting was called to order at 3:01 pm

BOARD MEMBERS PRESENT

Victoria Howell, Chair
Caitlin Dunn, Vice Chair
Leon Theroux
Kim Tiplady
Dianne Snedigar (arrived at 3:13 p.m.)

BOARD MEMBERS ABSENT

None

STAFF PRESENT Denise Ard, Director (attended via phone) and Melanie Carroll, Manager

PUBLIC COMMENT

Amy gave a report of the upcoming Foundation events. She noted *Birdies for Books* golf fundraiser will be held on August 14 and they still needed a couple more teams to sign up.

GUESTS Amy Horlacher, Library Foundation Member and Morgan Pelkey, a library practicum student

APPROVAL OF MINUTES

Kim made a motion to approve the minutes from the May 19th meeting and Caitlin seconded the motion. The motion passed unanimously.

FINANCES

Victoria asked if there was anything noteworthy in the financial report for the month. Denise said that she is still expecting to receive some revenue at the end of the fiscal year. She mentioned that in the expenses they were overspent in retirement because some employees that left did not participate in PERS (Public Employee Retirement Admin) but those that covered their hours did, and in addition, some employees that left participated in PERS, and they received payouts of sick and vacation which include PERS contributions. Denise had an idea going forward on how to offset the effect on the budget by paying out PERS at the end of the fiscal year. She is waiting for the lawyer to contact her back with more information on whether it is possible and will report back to the board.

NEW BUSINESS

Improving the culture at the library

Victoria noted that this topic is a continuation from last month's discussion on wages and benefits as it deals with the culture in the library. She said that you want to make sure you have the best workplace possible so people enjoy coming into work and that they do not want to work anywhere else. She believes that the board needs to figure out what they can do to make that possible. At the Tamarack meeting, they attended an excellent presentation from University staff that dealt with a similar topic. She was impressed by it. Leon said that as a board member, he wants to know what they could do as a board for the staff. Caitlin asked what they did at the presentation. Victoria said that they interacted and drew people out and encouraged them to work as a team. She said it was fun and thought provoking and focused on team building. Caitlin asked when Victoria was hoping to

get something set up. Victoria responded that it was up to the board and it might be costly. Kim asked where they would take the funds from to pay for it. Denise said that it would come out of the continuing education/professional development fund. Kim asked if they could budget a little more in that fund to cover it. Victoria asked if she got a quote could Denise factor that into the budget. Denise agreed. Victoria will get a quote and pass it along to Denise.

Review policies

Bulletin board and literature rack.

Caitlin made a motion to accept the Bulletin board and literature rack policy as written with no changes and Kim seconded the motion. The motion passed unanimously.

Public participation policy at board meetings.

Denise noted that the policy had a couple of changes. Dianne made a motion to approve the Public participation policy at board meetings policy with the changes and Kim seconded the motion. The motion passed unanimously.

Electronic Communication amongst trustees.

Leon made a motion to approve the Electronic Communication amongst trustees' policy and Dianne seconded the motion. The motion passed unanimously.

Community feedback on the library

Victoria said that Community Feedback on the library was a part of the annual library standards mandated by the State and that it is something that they have to do. It could be something as simple as a survey at the front desk, something they put on the website, or hold a public meeting about. She asked what the other members thought they should do. Dianne said to throw it out there and see the responses and then decide whether to hold a meeting or not. She also said to use all the options Victoria listed. Victoria asked if they wanted to keep it extra basic and include questions like: "What do you like? Is there anything you don't like?" Kim asked if they can include future questions like "what would you like to see in the future?" thinking about the new building. Victoria asked what Denise thought. Denise commented that you need to include questions about the facility. Kim agreed and asked if collections questions were appropriate for the survey. Denise responded with yes. Kim said that she thinks they have a great collection, but they should still ask because feedback is always great. Denise commented that people do not always know what they can get, so she recommends not having anything too open-ended. She asked if the board would like her to come up with some questions and present them to the board. The board agreed and asked that there be 10 questions or less presented to be discussed at the next meeting.

ONGOING & UNFINISHED BUSINESS

Building plans & discussion

Victoria said that she received a definitive answer and the library does not qualify for the CBDG program through the state. They just do not meet the criteria. She asked if everyone was able to read Donna Bainbridge's email concerning partnering with the Community Center. Amy said that the Foundation Board supports the idea to explore the cost analysis of moving off Main Street and would be happy to consider funding whatever extra it might cost to do so. They would need to vote before they could commit fully though. She added if anyone had any questions for her concerning Donna's email. Victoria said that the idea of a separate building from the Community Center is an appealing idea and a new concept could change their involvement in the upkeep. Dianne asked if there was enough space on the property to put everything the Community Center wants to include. Victoria said it was about 5 acres so it should be enough. Leon said that his general feeling is that they would be too far out of town. Victoria mentioned that the new subdivision is within the town and it would place the library in-between two busy parts of the town. Kim asked what the time

frame was on the new subdivision for completion, about 15 years or so. Victoria said it might be twenty. She said it might be interesting to include it in the PAR. She asked Denise what it would do to their existing RFP. Denise said that they can choose what area they want them to consider so the RFP is fine as written, but the library board should make sure that all the Community Center board is interested in the idea first before asking an architect to include that in the Preliminary Architect Report (PAR). Amy said it seemed like there was communication between the Community Center's board. Victoria said they would want to get that in writing and asked how they all want to proceed. Kim said that doing due diligence is important so when they go to the taxpayers, they can feel that they covered all options. It could increase the cost and she asked if the Foundation would help with the cost. Caitlin asked if they need to add it to the cost because part of the purpose of the PAR is to look at the realities of staying in the current building or relocating somewhere else. Kim said it seems like it could be looked at without a third option. Caitlin asked if they think that the library would own the land if they partnered with the Community Center. Dianne thought they would have to as she did not know how they could incorporate all of the separate entities on one property. Kim said the title would have to be a mess and you would have to subdivide it. Victoria commented that these were questions an architectural firm could readily answer. Dianne said that they should ask the Community Center what their plan is before they ask anyone. If theirs' is different than it is all a moot point and she recommends having a conversation specifically about land ownership is important. Caitlin said she prefers to stay on Main Street, but if the library owned the land, she might be open to moving off. If they don't then she believes it is not even worth discussing. Kim agreed with Caitlin saying that if there was a great opportunity it would be hard to ignore. She said that they should get together with the Community Board. Caitlin asked if it was possible to determine whether they would own the land prior to meeting with them because she really feels like if not then a meeting does not need to take place. Leon said he thinks they should own the land. Dianne said she could go either way as sometimes leases could be fifty years out. Kim said that there are various lease lengths that might be possible to negotiate, but depending on the circumstances, she could also go either way. Victoria commented that something could be potentially worked out to protect the library. Dianne said the Community Board should formulate a plan and approach the board before any meeting. Victoria said she would get in touch with them and let the board know. She also mentioned that they already received one response from the RFP already which is a positive sign.

Victoria asked if there was anything else they needed to discuss about the building. She asked about the roof or the windows. Denise said nothing had been completed as of yet.

Covid related issues & policies

Victoria asked if there was anything to discuss in relation to COVID. Denise said that they had started in-person programming, but there was nothing to really report for the month.

PUBLIC COMMENT

None

BOARD/DIRECTOR ANNOUNCEMENTS & COMMENTS

Victoria asked if there were any other announcements or comments. Amy mentioned that the Foundation's pint night at the Wildwood Brewery was being held tonight and that Carla, the new Foundation president, would be there.

ADJOURNMENT

The meeting adjourned at 3:56 p.m.

Minutes by Melanie Carroll