

NORTH VALLEY PUBLIC LIBRARY

PUBLIC NOTICE:

Board of Trustees Meeting

Wednesday, August 23, 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 – Ethics Gift Policy
 - ✚ Memorandum of Understanding with Foundation
- Ongoing & Unfinished Business
 - ✚ Building
- Adjournment

Upcoming Board meetings: September 13, October 18, November 15. The Board will not meet in December per the vote at the June meeting.

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, August 23, 2017
3:00 p.m. in the NVPL Community Room

Attending:

Victoria Howell, Board chairperson
Kim Tiplady, Board Member
Caitlin Dunn, Board Member
Denise Ard, Library Director
Leon Theroux, Guest

Victoria called the meeting to order at 2:58 p.m. Dianne Snedigar and Ben Essary were not present. No public comment.

Approval of Minutes: Kim moved to approve the minutes, Caitlin seconded. Minutes were unanimously approved.

Finances: Caitlin moved to approve the July financial reports. Kim seconded. The motion was unanimously approved.

New Budget: Denise submitted a proposed general budget and library depreciation budget for the board to review.

General budget: The anticipated incoming revenue for NVPL is approximately \$339,054. There will be no state aid. The previous year state aid was \$3,708. There is no excess revenue from last year's general fund to transfer to the depreciation fund in this budget. The library receives its largest influx of revenue from taxes in the months of December, January and June; the rest of the year, the library receives just small trickles of revenue. The Tamarack Federation funding is not affected this fiscal year. The new non-resident fees have brought in \$600 to date.

Denise made budget cuts for office supplies, building supplies, programming, travel reimbursement, professional development and membership fees. Denise increased the health insurance budget due the uncertainty in the health insurance market. She did not cut the collection development budget. The computer equipment could not be cut because a new laptop was ordered for programming use that was fast enough to play DVDs and online videos as needed by presenters. Utilities budget did not get cut and the janitorial budget was increased. Kim moved to approve the general budget, Caitlin seconded. The board unanimously approved the general budget as presented.

Library depreciation: Denise budgeted \$17,180 in the fund for building projects but this would not cover the cost of renovating the staff room. The staff room needs a new air conditioner to keep the server cool. Renovating the staff room in increments will cost more money. Kim moved to move \$20,000 from the emergency cash reserve and appropriate it for building improvements in order to renovate the staff room. Caitlin seconded. The motion passed unanimously.

Ethics gift policy: Caitlin moved to approve the updated ethics policy. Kim seconded. The motion passed unanimously.

Memorandum of Understanding with the Foundation: Section 903 in the memorandum needs to be rewritten. Victoria will meet with Donna Bainbridge about wording that meets the needs of both the board and the foundation.

Unfinished business: Victoria will follow up with someone to either fix or remove the planter in front of the community room.

The next NVPL trustee meeting is on September 13th.

Victoria adjourned the meeting at 4:30 p.m.