

NORTH VALLEY
PUBLIC LIBRARY

PUBLIC NOTICE:

Board of Trustees Meeting

Wednesday, January 16, 2019 at 3 p.m. in the Library

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
 - ❖ Personnel Policy – Suggested update to the Grievance section
 - ❖ Board Bylaws – Discuss updating
 - ❖ Foundation wants to purchase 3 children’s shelves
 - ❖ Request to discard adult media display and one bad shelf
 - ❖ “Made in Montana Fair” – Permission for participants to sell, and permission to charge less per person than the policy due to multiple sellers. Possible change to Community Room policy to reflect multiple individuals participating in event.
 - ❖ Review library bank accounts and decide which accounts to keep
- Ongoing & Unfinished Business
 - ❖ Current building issues
 - Replacing the fluorescent lighting with new fixtures
 - ❖ Strategic Plan
 - The Library Building – Looking to the Future
 - Montana Room, Security, and Teens
 - National Trend to go Fine Free
- Public Comment
- Board/Director Announcements & Comments
- Adjournment

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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 Minutes

Wednesday, January 16, 2019, 3 p.m.
North Valley Library Montana Room

Call to Order

The meeting was called to order at 2:57 by Victoria Howell, Board Chairman

Roll Call

Present:

Victoria Howell, Board Chairman
Caitlin Dunn, Board Member (Vice Chair)
Leon Theroux, Board Member
Dianne Snedigar, Board Member

Not Present:

Kim Tiplady, Board Member (Secretary)

Also in attendance:

Denise Ard, Library Director
Joanne Charbonneau, Public/Guest
Amy Knight, NVPL Foundation President

Public Comment/Guests

Joanne Charbonneau introduced herself as previous board member and previous Chair of the Board. She said she came to give her perspective on the facility issues. In her perspective, there are three revenue sources for a new building.

1. Grants. She said there are few grants for new construction and they are competitive. More likely to get such a grant if you collaborate with another community organization such as the Community Center. She mentioned the collaboration between the Clothes Closet and Pantry Partners for a shared building and a source of information.
2. Mill Levy for a limited-time bond. She said this takes years of paving the way and talking to groups etc.
3. Fundraising
 - a. Joanne said the previous board talked to two building consultants and they both gave the same advice. 40-60% should be available before announcing a fundraiser.
 - b. Donor cultivation is a time consuming process. It takes year to build a donor base.

Joanne gave her opinion about purchasing the Rancho Del Rio building across the street, which was originally designed to be a club or restaurant. She said her architect brother said retrofitting is the worst way to go because you have to purchase the building and then have to try to fit it to the library's needs spending a lot of money.

Amy Knight, the NVPL Foundation President said the Foundation's current fundraisers are 3 pint nights a year and a Novel Affair dinner. She said the Foundation would explore the idea of a Fun Run next year but that it is too soon to consider it because it is her first year as president.

Approval of minutes

Victoria made a correction to the November minutes to add the names of all board members voting on the motion to cancel the December board meeting and then made a motion to accept the minutes with the correction. Caitlin seconded the motion and it passed unanimously.

Financial Reports

Denise pointed out the permissive levy revenue for increases in medical insurance. Payment for lost/damaged and overdue fines are now separate in order to track revenue from overdue fines. The Board asked why the library has paid

nothing of Worker's Comp so far this year and Denise said she would look into it. Dianne made a motion to accept the December financials and Leon seconded. The motion passed unanimously.

Leon said the financials presented were only December. Denise said it was because they had no meeting in December. Leon said that the Director could hide something or try to put something over on the Board if they did not see all months. Denise said that was not the case because the December financials included the November expenditures in the committed year-to-date line. The board instructed the Director to send them the November financial statements.

New Business

Personnel Policy

Victoria made a motion to update the grievance part of the personnel policy to state the following: North Valley Public Library employees have the right to work in an environment free from physical violence, threats of violence or intimidation. This type of behavior undermines work relationships, hampers productivity and causes unnecessary stress. North Valley Public Library expects each employee to perform his/her job without violence, threats to or intimidation of other individuals in the workplace. An employee who believes he/she has been the victim of workplace intimidation should report the incident to their immediate supervisor or the first level of management not involved. North Valley Public Library will not, in any instance, tolerate intimidating behavior by coworkers, patrons, volunteers, or Library Trustees. Employees found to be in violation of this will face disciplinary action, up to and including termination. Patrons in violation will be asked to leave the premises. If an employee of the North Valley Public Library has been the victim of workplace intimidation by an elected Trustee or volunteer a written complaint shall be presented to the entire Board. If a satisfactory resolution cannot be found internally, an impartial mediator will be consulted.

Caitlin seconded. The motion passed unanimously.

Board Bylaws

Victoria suggested the Board table the discussion on updating the Bylaws with guidelines for Trustees interacting with staff until the Town of Stevensville passes their Code of Conduct for Elected and Appointed Officials. The Library Board can review the Town's as a starting point to developing their own.

Foundation wants to purchase three children's shelves

Amy Knight explained that she asked the Director what the library needs. Denise said the library needed three free standing two-sided children's shelves to replace the ones currently used because the children's books do not fit, the books hang over the side. Denise received a quote from Demco and the Foundation offered to purchase them. Victoria said the Board gives the Director the authority to spend, but the Board needs to approve the Foundation's gift of three children's shelves. Leon said children's books tend to be bigger and he would like to see us address this problem and it is even a safety issue. Caitlin made a motion to accept the gift from the Foundation of the children's shelves. Dianne seconded the motion. It passed unanimously.

Request to discard adult media display and one bad shelf

Denise said she wanted to repurpose two of the shelves that currently hold the children's books into the adult section, but wanted to discard the crummy looking media display and one of the shelves that had uneven un-matching shelves. Dianne motioned to approve of the disposal and Leon seconded. The motion passed unanimously.

Made in Montana Fair

Dianne motioned to allow adult programming staff to arrange a Made in Montana Fair and charge \$25 per table. Caitlin seconded. The Board stressed the importance of making sure those participating were selling items really made in Montana and not reselling stuff made in other countries or other places. They emphasized the importance of quality control. The motion passed unanimously.

Review library bank accounts

Caitlin motioned to close the petty cash and savings accounts and put those funds into the checking account.

Dianne seconded. The motion passed unanimously.

Dianne is going to provide more information on early withdrawal of Farmers State Bank's high interest CDs. The Board will decide at the next meeting about putting some of the Library Depreciation Fund reserves into a high interest CD.

Ongoing & Unfinished Business

Current building issues:

Replacing the fluorescent lighting with new fixtures

Dianne made a motion to move forward with the lighting project. The first step being to have Colleen Miller prepare a proposal on changing all the florescent lights in the Rasmussen to LED and then to get a bid from the electrician and then present both to the Board. Caitlin seconded. The motion passed unanimously.

Dianne had to leave the meeting. The board was left with the quorum of Caitlin, Victoria and Leon.

Strategic Plan:

The Library Building – Looking to the Future

Eventually the library would like all new shelves in the Rasmussen. The preferred shelves would be similar to the ones ordered for the children's room i.e. steel cantilever shelves with attractive light oak wood panels. Bitterroot Public Library offered to NVPL two shelves they are discarding. The question to the board was if they would like to accept, in the meantime, the two shelves. The Director showed them a photo. The shelves look more attractive than the current OSB/particleboard shelves in the Rasmussen. Caitlin motioned to accept the shelves from the Bitterroot Library to replace some of our OSB/particleboard shelves in the Rasmussen. Leon seconded. The motion passed unanimously.

Montana Room, Security, and Teens

The board did not have any input regarding teens at this time and deferred to the staff.

National Trend to go Fine Free

After some discussion, the board decided not to pursue going fine free anytime in the near future.

Moving forward with the Strategic Plan

Victoria recapped that they explored the idea of moving the library to the Rancho Del Rio/Carmona Building and the building was not appropriate. The building itself would need lots of work to be a library, and the library does not have the funds to move at this time. The library does not have the employees to staff a two-story building. Therefore, she thought the strategic plan should address continued improvements of the Rasmussen building, such as the floors.

The Board agreed the next step for strategic planning is input from the staff and feedback from the rest of the Board on rough draft and then exploring a special meeting date with the rest of the Board to discuss the Strategic Plan.

Public Comment

Amy asked if she could give the rough draft of the strategic plan to the Foundation. The Board requested that she wait until they gather input from the staff and the rest of the Library board.

Board/Director Announcements & Comments

The Director attended the Bitterroot Chamber's Speaker Series on the Ravalli County economy presented by Patrick Barkey, Director of Bureau of Business and Economic Research – University of Montana. The Chair asked what was said and asked if the attendance was good. Denise reported that 33 people attended. He said that Ravalli County has the 7th largest population of the 56 counties in Montana. The talk was mainly statistics and charts. Some stats presented from the 2016 census. Median age of Ravalli County is 48.5, which is older than other counties. 23.4% Ravalli residents are 65 or older.

26.5% Ravalli County has BA or higher. There are more PhDs than many other counties, probably due to the labs. Jobs do not pay very well in Ravalli County: State rank of wages is 46 out of 56 counties. Barkey mentioned the drivers of the economy are commuters (54%), medical research (17%) and federal government (8%). Total income for Ravalli County: \$900 million and \$200 million of that is earned outside the county. Recent growth is in construction. There is a big discrepancy between housing prices and wages.

Adjournment

Meeting adjourned at 5:30 p.m.

Minutes by Denise E. Ard.