

PUBLIC NOTICE

North Valley Public Library Board of Trustees Meeting

208 Main Street, Stevensville, MT 59870

Wednesday, November 17, 2021 at 3pm

Meetings are open to the public.

Community Room in-person.

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
 - ❖ Personnel Policy update: Add “Positive Workplace Culture & Collegiality” – Action item
 - ❖ Collection Development policy update – Action item
 - ❖ Library Card, Circulation, Patron Privacy Policy update – Action item
 - ❖ Will the Board meet in December? – Action item
 - ❖ Foundation proposal for a Giving Tree – Action item
 - ❖ Statistical Report for the State Library – Review
- Ongoing & Unfinished Business
 - ❖ Building plans & discussion
 - Outline selection criteria & decide on questions for evaluating architect firm – Action item
 - ❖ 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, November 17, 2021 at 3 p.m.

CALL TO ORDER/ROLL CALL

The meeting was called to order at 3:03 pm

BOARD MEMBERS PRESENT

Victoria Howell, Chair
Leon Theroux
Dianne Snedigar

BOARD MEMBERS ABSENT

Caitlin Dunn, Vice Chair
Kim Tiplady

STAFF PRESENT

Denise Ard, Director and Melanie Carroll, Manager

PUBLIC COMMENT: None

GUESTS

Mary Jo Lykins, Foundation member.

APPROVAL OF MINUTES

Dianne made a motion to approve the minutes from the October 20 meeting and Leon seconded. The motion passed unanimously.

FINANCES

Leon made a motion to approve the finances and Dianne seconded. The motion passed unanimously.

NEW BUSINESS

Personnel Policy Update

The director proposed adding the following section to the personnel policy to clarify expectations. The wording was already approved by the MACo lawyer.

Positive Workplace Culture & Collegiality

Civil behavior is required of all employees, trustees, and volunteers. Rude, insulting, negative, grouchy, and bullying behavior causes stress, turnover, absenteeism, and lower productivity and will result in discipline, up to and including termination. Civility is demonstrated through manners, courtesy and politeness. Staff need to exhibit collegiality toward one another by cooperating, acknowledge each other, listen, and speak kindly, respectfully, and reasonably. Civil behavior is expected between coworkers and towards patrons. Employees, trustees, and volunteers are all required to contribute to a positive workplace culture and exhibit collegiality.

Victoria and Leon commented looked good to them. Dianne asked how the staff were going to be notified of the changes. Denise said that they will be holding meetings with each staff member to discuss the changes as well as send out an email. Dianne makes a motion to approve adding the changes for the personnel policy and Leon seconded the motion. The motion passes unanimously.

Collection Development Policy Update

Denise says that a recent book challenge to the Montana State Library prompted the changes to the Collection Development Policy as it was not clear in the current policy that only taxpayers of the

library could challenge materials. Victoria commented that it looks good. Leon made a motion to accept the changes to the Collection Development Policy and Dianne seconded the motion. The motion passed unanimously.

Library Card, Circulation, Patron Privacy Policy Update

Victoria asked if the changes were just for the inclusion of the new Starry Skies kit the library received. Denise answered yes, but her suggestion was to change the nomenclature to read “equipment-other” rather than list the items individually. This change is so the board will not have to change the policy every time a new piece of equipment is added or removed from the collection. Dianne asked about the fines amount for the equipment and whether Denise felt that they would change depending on the item. Denise said she would bring any difference in fines for items before the board if they would need to be changed. Dianne makes a motion to change the language of the policy to reflect “equipment-other” and Leon seconded the motion. The motion passes unanimously.

Will The Board Meet In December?

Leon made a motion for the board to not meet in the month of December and Dianne seconded the motion. The motion passed unanimously. Board meetings will resume in January on their regularly scheduled day.

Foundation Proposal for a Giving Tree

The board decided that they liked the tree option that had roots and would prefer to not have the birds and butterflies, but rather leaves and apples. It was discussed that the donor policy will need to be revisited after the tree is selected to match up the donor levels and plaques.

Statistical Report for the State Library

Leon asked if this was a new requirement for the library. Denise answered that statistics are something the State requires every fiscal year. Leon said that he noticed not all of the categories have anything listed in them. Dianne answered that they must not apply to the library. Leon said it would be nice if it gave Denise the option of adding not applicable rather than a zero. Denise agreed. Victoria asked how come the employee benefits went down from the previous year. Denise responded that only one person used the benefits for the year. Victoria asked why continuing education was so low. Denise said that there wasn't much opportunity to use it due to COVID and conferences being cancelled or moved fully online. Victoria asked if there was any other questions on the report. Leon said he thought Denise did a good job of explaining the report.

ONGOING & UNFINISHED BUSINESS

Building Plans & Discussion

Denise asked Dianne if she had thought of the question that she was working on from the last meeting. Dianne mentioned she did not bring her notes and could not remember what it was. She said she would have to get back to them with it. Victoria said she could not think of any other questions to ask. Dianne asked when the meeting was set for. Victoria answered January. Dianne asked if they gave the questions to the architects ahead of the meeting. Victoria answered that they just asked the questions at the meeting. She thinks that the questions are fine and that they would have the opportunity to ask follow up questions based on the firm's response. She asked if anyone had anything else in regards to the building. No one had anything additional to add.

Covid Related Issues & Policies

Leon asked if Denise foresaw any new changes to programming or the library in terms of COVID. Denise said the library has no limitations in programming except for presenters asking for them. The only restriction they still had in place was that outside groups are still unable to book the community room. Victoria asked if the board wanted to change it or leave it as is. Leon felt that it

should be left alone for now. The board decided to leave the current COVID policy as is.

PUBLIC COMMENT: None

BOARD/DIRECTOR ANNOUNCEMENTS & COMMENTS

Denise said she is going on vacation for 2 and a half weeks at the end of December.

ADJOURNMENT

Adjourned at 4:01 pm

Minutes by Melanie Carroll