

NORTH VALLEY PUBLIC LIBRARY

PUBLIC NOTICE:

Board of Trustees Meeting

Wednesday, July 18, 2018 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
 - ❖ Election of Officers
 - ❖ A second mural painting on the outside of the building
- Ongoing & Unfinished Business
 - ❖ Does the board want to have a public hearing on a Permissive Medical Levy?
 - ❖ Review Draft Revision: Board Bylaws
 - ❖ Review Draft Policy: Electronic Communication among Trustees
 - ❖ Review Draft Policy: Disposal and Sale of Surplus Library Equipment and Furniture
 - ❖ Review Draft Revision: Possible Personnel Policy update allowing job share
 - ❖ Update on removing planter from front of building (If there is an update)
 - ❖ Formulating strategic planning
- Public Comment
- Board/Director Announcements & Comments
- 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, July 18, 2018
North Valley Library Community Room

Victoria Howell, Board Chairman
Kim Tiplady, Board member
Dianne Snediger, Board Member
Caitlin Dunn, Board Member
Leon Theroux, Board Member
Denise Ard, Director

Victoria called the meeting to order at 2:59 p.m. All trustees were in attendance. Guest, Cheryle Wohlman, Stevensville High School Librarian, introduced herself to those board members that were not present at the previous meeting. She is doing a practicum at NVPL. She said she had an interesting time and will present a Harry Potter Teen Event on Friday, July 20.

Kim motioned to approve the minutes from last month, Caitlin seconded. The motion passed unanimously.

Finances: Denise said the levy money from May came in and was more than expected. Leon motioned to approve the finances, Dianne seconded. Motion passed unanimously.

New Business:

Election of Offices The board re-elected the current officers: Victoria as Chair, Caitlin as Vice-Chair and Kim as Secretary. Leon motioned to keep the slate of officers as they are, Kim seconded. The motion passed unanimously.

Mural The NVPL Foundation will pay for a second mural by Ken Daly on the outside of the building. It will be a Native American mural. Denise is waiting for approval from the Salish/Kootenai tribe. Caitlin motioned to approve a second mural, Kim seconded. The motion passed unanimously.

Old Business:

Permissive Levy The library is allowed to impose a Permissive Levy to cover the yearly increase in health insurance costs. Three full-time employees qualify for health insurance. The cost would be approximately 32¢ for a household with a market value of \$200,000. The levy cannot be spent on anything else but increased health costs. A public hearing must be held before implementation. A public hearing must take place each year it is levied. Dianne moved to initiate the process to adopt a Permissive Levy, Leon seconded. The motion passed unanimously.

Board Bylaws The adoption of changes in the bylaws. A change of wording in Article 3, Section 4, to replace the word “with” to “within 30 days”. In Article 4, the change will be “notice of the monthly meetings will submitted to a local newspaper” (replacing the “Bitterroot Star”. In Article 6, Section 3, instead of the wording “as directed by the Chair” it will say, “when requested by the Chair”.

In addition, there must be a public notice of budget meetings and all minutes have to be sent to the Ravalli County Clerk. Leon moved to accept the changes to the bylaws as written with changes, Kim seconded. The motion passed unanimously.

Electronic Communication among Trustees Policy

Victoria had some minor changes so as not to limit communication amongst the board. In order to make sure everything the board does is public, especially concerning email communications, the wording in the third paragraph was changed to “It is recommended that individual board members not use the “reply to all” option when responding in order to ensure that all deliberations as a body are reserved for the public meeting.” The board understands there is no expectation of privacy where electronic Communications are concerned. Dianne motioned to accept the changes, Kim seconded. The motion passed unanimously.

Disposal and Sale of Surplus Library Equipment and Furniture Kim motioned to approve the policy as written, Dianne seconded. The motion passed unanimously.

Personnel Policy Denise asked the board for their input regarding a possible addition to the personnel policy to allow job sharing, which in theory could allow part-time staff to take leave without pay and make their hours more flexible without cost to the library. The Board was concerned that coverage be maintained. Dianne said that in her experience at the bank, that scheduling issues arise when more than one person leaves at a time. The Board directed Denise to submit the possible changes to the lawyer before discussing further.

Planter The removal of the planter in front of the community room is still pending.

Strategic planning The NVPL Foundation board is willing to organize public listening sessions for strategic planning, such as make phone calls, send letters and any other legwork. They offered to host the sessions. The trustees would approve the list of people to invite, come and listen. There will be two meetings, one in Stevensville, one in Lone Rock. Dianne motioned to allow Denise and Victoria to coordinate with the Foundation and to ask Lauren McMullen from the State library to facilitate for the end of October. Leon seconded. Motion passed unanimously.

Leon announced he would like to go to a library staff meeting to commend the staff. The board appreciates the gesture. The staff meeting is Thursday, July 19 at 9:00 a.m.

Victoria adjourned at 4:51 p.m.

Minutes by Pam Morris