

PUBLIC NOTICE

North Valley Public Library Board of Trustees Meeting

208 Main Street, Stevensville, MT 59870

Wednesday, November 18, 2020 at 3pm

Meetings are open to the public

MEETING IS ONLINE. You are welcome to join by computer or phone.

Join Zoom Meeting

<https://mt-gov.zoom.us/j/96254150858>

Meeting ID: 962 5415 0858

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Agenda

- Call to Order/Roll Call
- Guests
 - ❖ Bitterroot Public Library Director Mark Wetherington & Wendy Campbell present their experiences running library levies
 - ❖ Mary Jo Lykins from the NVPL Foundation
- Public Comment¹
- Approval of Minutes
- Finances
 - ❖ Statement of Revenue – Budget vs. Actual
 - ❖ Statement of Expenditure – Budget vs. Actual
 - ❖ Cash Report
- New Business
 - ❖ Will the Board meet in December?
 - ❖ Board uses the Montana Public Library Annual Statistical Report to review the library's year-to-year progress and performance as per State Public Library Standards
 - ❖ Policies due to be reviewed
 - Art Exhibit Policy (Minor changes suggested.)
 - Ethics, Gift, & Conflict of Interest Policy. (Minor changes suggested.)
- Ongoing & Unfinished Business
 - ❖ COVID-19 policies and procedures including NVPL staff operations plans for Covid infection or exposure
 - ❖ Credit Cards
 - ❖ Information technology (IT) proposals
 - ❖ Building plans & discussion
- 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 18, 2020 at 3 p.m.

CALL TO ORDER/ROLL CALL

The meeting was called to order at 2:59 pm

BOARD MEMBERS PRESENT

Victoria Howell, Chair
Caitlin Dunn, Vice Chair
Leon Theroux
Kim Tiplady
Dianne Snedigar

BOARD MEMBERS ABSENT None

STAFF PRESENT Denise Ard, Director and Melanie Carroll, Manager.

HOST Tracy Cook

PUBLIC COMMENT No public was present so there was no public comment.

GUESTS Bitterroot Public Library Director Mark Wetherington, Wendy Campbell, and Mary Jo Lykins from the NVPL Foundation.

DISCUSSION OF GUEST EXPERIENCES RUNNING LIBRARY LEVIES

Victoria thanked Mark Wetherington and Wendy Campbell for attending the meeting to discuss their experiences with running library levies. Mark started off the conversation by explaining that it was not as hard as he imagined to have patrons be in favor of the levy. He explained that the patrons wanted to help; it was just they did not know the library needed that support. He stressed that in order to have a successful campaign, tasks needed to be managed well and consistency was very important. It took a lot of prep work and was a struggle for him mostly because there are limits to what a public employee can contribute to the process. Additionally, the pandemic was a very large obstacle that hindered the process in some ways. Normally, civic groups are involved in the process, but they couldn't meet with them because of COVID.

Wendy suggested that the first place to look for resources should be the state as there is a lot of information and regulations that need to be followed. After that, she suggested contacting EveryLibrary as they were immensely helpful in Darby's campaign. Wendy also commented that her board discussed the decision at length before they moved forward. A Political Action Committee would be the next step made up of volunteers. She stressed that the group has to be separate from library staff. Darby's group was made up of former Board, Friends, and Foundation members as well as volunteers.

Victoria asked if Mark had used EveryLibrary. He responded that the Friends of the Bitterroot Library did not use them, but they did consult with them. The group pointed him in the right direction. Mark was asked what his biggest expense was and he responded with the mailers to every registrant was the largest. The volunteer group for Bitterroot also had radio ads, interviews, and yard signs as expenses. Mark and Wendy both felt that having a strong Foundation/Friends team as well as volunteers were integral to the process. Mark suggested when asking for volunteers to inform them that this is a short term commitment, 6 months to a year as most people think the commitment is longer. Denise asked how they went about asking for volunteers. Wendy responded that the library staff cannot even ask for volunteers which is why it was great that they had EveryLibrary to do so for them. They both reinforced multiple times that the library staff are public employees and are very limited in what they can do because they can do and library cannot contribute materials or fund for campaign purposes.

The Board thanked Mark and Wendy for taking the time to meet with them.

NVPL FOUNDATION REPORT

Victoria asked Mary Jo to go over the Foundation report for the rest of the board. Mary Jo discussed the grant report for 2019. She noted that the Makerspace renovation was funded by a grant and remarked that the space is finished and looks great. She mentioned some other contributions that the Foundation supported either through fundraisers or grants like the Montana Shared Catalog, reading programs, and new library tables. So far in 2020, they had received grants for shelving, COVID related expenses, technology, and children's programs. Victoria commented that the Foundation was doing a great job with grants and fundraising despite the struggles of COVID.

The Board thanked Mary Jo for her presentation and her time.

PUBLIC COMMENT

Victoria asked if there was any public comment and received no answer.

APPROVAL OF MINUTES

Victoria noted that there was an error in the minutes from last month's meeting. Instead of "bill levy" it should have read "mill levy." Denise noted to make the change before finalization.

Caitlin made a motion to approve the minutes for the October 21st meeting. Dianne seconded the motion. The motion passed unanimously.

FINANCES

Victoria asked Denise whether there was anything noteworthy that she would like to point out in this month's finances. Denise said that they overspent in IT, however, other areas were underspent and it should work out fine.

Dianne made a motion to accept the finances with Kim seconding the motion. The motion passed unanimously; although at the time of the vote Leon had technical difficulty. It was later affirmed that he had voted in favor.

NEW BUSINESS

Will the Board meet in December?

Victoria asked if the Board would meet in December. Leon would like to meet. Caitlin was fine with skipping the meeting, but said that if something came up, they could hold a special meeting. Kim and Dianne were also okay with not holding a meeting in December.

Caitlin made a motion to not hold a Library Board meeting in the month of December with the option to call a special meeting if necessary. Kim seconded the motion. The motion passed four to 1 with Leon voting no.

NEW BUSINESS

Board uses the Montana Public Library Annual Statistical Report to review the library's year-to-year progress and performance as per State Public Library Standards

The Montana Public Library Annual Statistical Report was recently released for the year and Denise felt it was good to go through which Victoria agreed. Denise went through the report line item by line item with the Board.

NEW BUSINESS

Policies to be reviewed

Victoria said that there are two policies to be reviewed, the 'Art Exhibit Policy' and the 'Ethics, Gift, & Conflict of Interest Policy.' She noted that the board had time to review the policies and the recommendations brought forth by Denise. On the 'Art Exhibit Policy', she asked if there were any questions.

Caitlin made a motion to accept the changes to the 'Art Exhibit Policy' with Kim seconding the motion. The motion passed unanimously.

Victoria asked if there were any questions regarding the 'Ethics, Gift, & Conflict of Interest Policy.' Caitlin commented that they all seemed like pretty practical changes.

Kim made a motion to amend the 'Ethics, Gift, & Conflict of Interest Policy' with Dianne seconding the motion. The motion passed unanimously.

ONGOING & UNFINISHED BUSINESS

COVID-19 POLICIES AND PROCEDURES

NVPL Staff operation plans for Covid infection or exposure

Denise discussed that she wrote a new policy detailing the plan for staff in the event there is an infection or exposure due to Covid amongst them. She said that this was due to the response of Bitterroot making changes to their COVID policies. The document was amended and resent to Board Members after Denise conferred with Mark Wetherington from Bitterroot Public Library after they had to close due to staff exposure. She noted that Bitterroot Public Library closed for only 48 hours after exposure due to the fact that they were able to keep staff far enough away from each other as well as adhering to a mask policy. The health department did not consider any of them to be 'close contacts' of each other. Denise went on to discuss the policy, noting that NVPL staff, for the most part, are not in close contact so she expects the health department would respond as they did with Bitterroot. However, she discussed that the only area where the health department might be concerned and close the library down for longer would be the set-up at the front desk. The two staffers are not quite 6 feet apart from one another, more like 5 or 5 and a half feet from each other. She offered that to be a strict 6 feet away, one person could sit at the desk in the circulation nook, and asked the board what they thought of this. Caitlin did not think it was necessary at this time to move one of the staffers and went on to ask if anyone has requested this move. Denise responded with no one has and that they were all comfortable where they currently are. Caitlin said that unless someone on the board had a different opinion, she was fine with them staying as is. Victoria and Kim agreed.

Denise brought the conversation back to the document and asked what the board thought of the policy, if changes were necessary, or if they had any questions. Caitlin and Kim agreed that it looked pretty complete. Denise asked if they had any opinions on what the reduced hours should be; noting that Bitterroot cut their service hours. Caitlin asked what the hours were in the beginning of COVID. Denise responded with a combination of 11-7 and 10-6 depending on the day. Victoria asked why the reduced times were not including in the policy. Denise remarked that it might be confusing to anyone who would read it, but was willing to change it. Victoria said to do so, but leave the terms "most likely" in or have "determined by the director" to have some flexibility. Denise offered "subject to change without notice." Victoria agreed that something like that would be good. Denise asked overall, how the board felt about the library's regular hours or should they be more proactive like Bitterroot. Caitlin said she was comfortable proceeding with the current COVID policy. Victoria asked how Denise felt about it. Denise said that people are used to the regular schedules and no one wants to increase or decrease the hours. Right now there are less people in the building and she is comfortable keeping it as is. Although, she noted Bitterroot's reaction frightened her a little bit into thinking she wasn't doing enough which is why she brought it before the board.

Dianne makes a motion to accept the NVPL Staff operation plans for COVID infection or exposure and Kim seconds the motion. The motion passed unanimously.

Credit Cards

Denise discussed the Director's report and the newly discovered option to use Enterprise (the online catalog) to process credit card transactions. She discusses how even the staff who were not in agreement over the use of credit cards felt comfortable with patrons using the Enterprise portal to pay debt through PayPal. The rest of staff are in favor as they believe it is a service to the patrons. Leon mentions that we are doing too much for patrons. Victoria asks why he thinks that. Leon responds that we are providing too much a service and that if the patrons want to pay fines then it is their responsibility to make sure they have cash to do so. Victoria remarks that in today's world, lots of people use credit cards in the same way that they use cash. Leon says he is also concerned about the fees that the library will be charged and what they would be. Denise says that there are fees for credit cards. The fees are 2.9% + \$.30 per transaction. She also mentioned that Bitterroot uses this process and they set a minimum of \$5.00 which costs them \$.44 a transaction. Dianne asked why not pass the fee onto the customer. Denise responded with that would work for ones we physically processed in the library, but through Enterprise she did not think it had that capability. Leon is concerned that as an independent library with a limited budget that a nickel here or there adds up quickly. Caitlin said this option is better, but she does not feel compelled to accept credit cards. Dianne agreed with Leon and Caitlin. Dianne would want to go through the costs, and wonders if fees would be recouped. Victoria does not feel strongly about it either. She is in favor of it as the fees seem negligible, but if the majority do not want to go through with it, she would agree. Dianne asks if there is a fee for non-usage. Denise said not with PayPal and we could request a minimum of \$10.00. Caitlin, Dianne, and Leon all do not want to have the credit card option.

The discussion of credit cards has been tabled for now with the option to discuss it later if the need arises.

Information technology (IT) proposals

Denise reviewed the proposals submitted and her two choices for the open IT position. She asked the board whether they wanted to go with the consulting firm or with the individual. Caitlin and Leon were excited by the individual prospect. Leon said that he would like to call the consulting firm in and grill them more. Denise stated that she already had them in and was impressed, more so than the other companies who submitted a proposal. She had not yet interviewed or met with the individual. Denise said she was willing to set-up an interview and if so, see if Jim from the Missoula Library would be able to join in and provide his expertise. Dianne said to inquire about wages as this may help narrow the decision. Kim said that based off the Director's Report, it seemed like this individual was trying to establish himself as a consultant and asked if the library would be able to negotiate and include benefits to offset the budget concerns. Denise responded that he would have to be a full-time employee to be eligible for benefits. Victoria asked if a budget amendment would be necessary for the cost. Denise said no because she would take the remaining wages of a resigning employee and the wages for an IT consultant and combine them and all were within the general budget. If necessary other line items could be cut some. Kim stated that the library needs someone to fill the position. Denise said she sent Jim the resume and he said that on paper, it looked good. He had some concerns though. The board is in favor of moving forward in the interview process with the individual. Denise will setup the interview. Victoria said Denise already had the authority to evaluate and hire people, but the board granted the monies for the wages. The board granted her the funds in the budget to hire the IT person for 20 hours a week at an appropriate wage range for the area and his experience if she so chooses after interviewing him.

Building plans & discussion

Victoria stated that she met with the gentleman who the Foundation arranged to fix the concrete. She noted that it was a spur of the moment meeting or she would have informed the board. The Foundation is paying for the fix.

Leon was interested in the difference in the levy and bond; how a new building would be a bond, but to increase funds would be a levy. He wondered if the board could do a levy to increase budget money. Victoria did not agree as she thinks the budget is already pretty healthy. Leon was concerned with staff wages, and Victoria did not think the community would vote for a wage increase. Denise stated that a new building was what the library needed as they do not have enough room currently. The building constrains us from being the best library. Caitlin states that they all agree that they need to make a decision, either a new build or a new location.

Other Comments

None

BOARD/DIRECTOR ANNOUNCEMENTS & COMMENTS

None

ADJOURNMENT

Adjourned at 5:20 p.m.

Minutes by Melanie Carroll