

**PUBLIC NOTICE**  
**North Valley Public Library Board of Trustees Meeting**

208 Main Street, Stevensville, MT 59870

Wednesday, October 21, 2020 at 3pm

**Meetings are open to the public**

Online by Zoom

Join Zoom Meeting

<https://mt-gov.zoom.us/j/97345465182>

Meeting ID: 973 4546 5182

Dial by Telephone

+1 646 558 8656 or +1 406 444 9999

Meeting ID: 973 4546 5182

Find your local number: <https://mt-gov.zoom.us/u/alxHypI2g>

***Agenda***

- Call to Order/Roll Call
- Public Comment<sup>1</sup>
- Guests
  - ❖ Mary Jo Lykins from the NVPL Foundation
- Approval of Minutes
- Finances
  - ❖ Statement of Revenue – Budget vs. Actual
  - ❖ Statement of Expenditure – Budget vs. Actual
  - ❖ Cash Report
- New Business
  - ❖ IT position
  - ❖ Purchasing new copier with payment station
  - ❖ Credit cards
  - ❖ Disposal and Sale of Surplus Library Equipment and Furniture Policy – Review and update as necessary
  - ❖ Personnel Policy update to get rid of general sick pool and just keep direct sick leave grant
- Ongoing & Unfinished Business
  - ❖ COVID-19 policies and procedures
    - Nancy Bevins thinks presenters should not be required to wear masks.
  - ❖ Building plans & discussion
- Public Comment
- Board/Director Announcements & Comments
- Adjournment

---

<sup>1</sup> 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](mailto: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](http://northvalleylibrary.org/board—information).

**North Valley Public Library**  
Minutes Board of Trustees Meeting  
Wednesday, October 21, 2020 at 3 p.m.

**CALL TO ORDER/ROLL CALL**

The meeting was called to order at 3:07 pm

**BOARD MEMBERS PRESENT**

Victoria Howell, Chair  
Caitlin Dunn, Vice Chair  
Leon Theroux

**BOARD MEMBERS ABSENT** Kim Tiplady and Dianne Snedigar

**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** No guests

**APPROVAL OF MINUTES**

Leon made a motion to approve the minutes for the September 16<sup>th</sup> meeting. Caitlin 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 had nothing in particular. Victoria, Caitlin, and Leon agreed that nothing stood out as noteworthy in this month's finances.

Caitlin made a motion to accept the finances with Leon seconding the motion. The motion passed unanimously.

**NEW BUSINESS**

**IT Position**

The library is looking to hire a new IT position. Denise began by saying that the day before a rep for Kelly solutions came in and mentioned that the company does IT consulting. He said he would get a quote and asked about the budget. When Denise mentioned that \$5,000 was budgeted for IT the rep did not seem confident that would be enough for their services. Victoria asked what type of position Denise was looking to fill; a contracting position, an IT company, or a library employee. Caitlin asked if it was possible to advertise to an individual who would be on call. Denise responded to Victoria by saying she would like to accept applications from multiple types and see what fit the library's needs best. Although, she was not looking to have the position be a library staff member this fiscal year as an additional employee was not budgeted. Caitlin agreed and noted a contracted position would be preferable. Victoria was curious as to how James Baker had come to be aware of the position. Denise summarized that Dianne had referred him to her because he was looking to start consulting. He had stopped by after the last board meeting and saw the library's set-up; however, afterwards he never followed up with Denise with a bid for the position. Victoria noted that we need to figure something out because the position is empty and if the library gets into a bind, there is no one to support the library. Denise mentioned that the library is not totally on its own as she had contacted Jim from the Missoula library. He said that if the library has an emergency then he would be willing to help, but that was all he

could do. Victoria asked Denise to contact the companies that she had previously talked to again for a quote. Denise mentioned that she contacted the Bitterroot Library's contractors Top Down in Hamilton and they said they would not take on another client. She said the Town of Stevensville contractors, First Call were too expensive and did not do the support the library needed. Denise brought up Anders who covers the copier support for the library, also has an IT service, but again they would be expensive based off a previous quote. Victoria asked if Denise had contacted iTECHu and see if they could come look at the set-up and provide a quote. Leon said it seems that no matter who they contacted it would be expensive.

Denise was not sure where to advertise the position and asked the board for recommendations. Tracy offered some ideas that previous libraries had done like on the website, wired, or having an interested staff member get certified. She also suggested a company that the director at Mineral public library likes that is located in Billings and does remote support. She said she would get the information and pass it along to Denise. Caitlin suggested seeing if an individual might respond on Wired, Facebook, or website to see if anyone was interested. Tracy offered that the State Library has had success with college students in their last year. Denise said it might be too troublesome to train for a short-time. Also, that they can do damage if they do not know what they're doing. Tracy said the State had the same fears, so they asked the computer science professor for recommendations and had success that way. Victoria asked to proceed with the advertisements to see what kind of proposals they'd get. Leon and Caitlin agreed that was a good idea.

## **NEW BUSINESS**

### **Purchasing new copier with payment station**

Leon asked the status of the current copier. Denise responded that it is on its way out and has had some major breakdowns and it was luckily under a service agreement, but it is time to replace it. Denise had asked Diana Griffin, a 'Friends' member, her opinion as she worked in that field. She recommended not keeping the copier past its end of service life as that is when things start to break. As the library cannot afford to have the copier break, Denise included it in this year's budget and presented the proposal to the board. Victoria and Leon support purchasing a new copier. Leon asked if the new copier would include a payment station and if Denise could explain the Envisionware software. Denise answered yes to the payment station which would be cash only. She explained that the Envisionware software stores the print job from the patron until they enter the code to pay and release their prints at a dedicated print computer. This would enable patrons to print in the library and be able to use mobile print as well. Victoria thought the mobile print function was neat. Leon offered that it seemed to him that the library needed a new one.

Leon made a motion to purchase a new copier with a payment station and Caitlin seconded the motion. The motion passed unanimously.

## **NEW BUSINESS**

### **Credit cards**

Leon was interested in knowing what the deal was with the credit cards; he was unsure as to why this was being discussed. Caitlin was also interested in the purpose behind having them. Denise responded that credit cards are something that patrons ask about, so she investigated it in order to provide the service to patrons. She also said that it would be a matter of convenience for patrons to be able to pay for fines and fees on the spot rather than having to leave and go get cash and come back. She went further to say it was not absolutely necessary, although some of the staff have asked for it as well. Leon asked Victoria about the square card option since she mentioned at the last meeting that she uses one. Victoria answered that the Bitterroot Star uses it for mobile payments and thought it would make sense for the library to use versus the other credit card system the Star uses. Denise was asked how often patrons ask if the library takes credit cards. She deferred to Melanie who responded at least 5 a month, if not more. Denise suggested they put off deciding anything until next month's meeting so the staff can

gather data about the frequency in which it comes up. Leon suggested to table it until next month and is concerned about the additional fees. Victoria agreed that the staff should record the data. It was asked for charges over \$10 and only those who ask be recorded.

## **NEW BUSINESS**

### **Disposal and Sale of Surplus Library Equipment and Furniture Policy- Review and update as necessary**

Last meeting, the board wanted to review the Disposal and Sale of Surplus Library Equipment and Furniture policy. After review, Leon and Caitlin believe the policy is fine the way that it is currently written. No changes were made.

Denise mentioned the library will be holding a teen giveaway for the remaining old library computers. Victoria thought that was a nice idea and was interested to know how patrons would respond.

## **NEW BUSINESS**

### **Personnel Policy update to get rid of general sick pool and just keep direct sick leave grant**

Denise suggested the library change its personnel policy to remove the general sick pool and turn it into a direct sick leave grant. Victoria, Leon, and Caitlin thought that it made sense to do so. Denise was able to split all but four hours from the pool between all staff members, and asked the board what should happen with the remaining hours. Victoria suggested to divide it further. Denise suggested dividing it by hours worked. The board members agreed to dividing it by hours worked.

Caitlin moved to update the personnel policy to replace the general sick pool with a direct sick leave grant and to divide the remaining hours, according to the most hours worked. Leon seconded the motion. The motion passed unanimously.

## **ONGOING & UNFINISHED BUSINESS**

### **COVID-19 POLICIES AND PROCEDURES**

#### **Nancy Bevins thinks presenters should not be required to wear masks**

Denise brought before the board a request from staff member, Nancy Bevins, for adult programmers to be able to present programs without wearing a mask. Victoria stated that if the presenter was alone in the community room then they would not have to wear a mask, but if there were other people (like Nancy) then they would have to wear one. She stated that not wearing a mask with other people present goes against the current board policy for COVID-19. Denise said that Nancy felt that presenters were often hard to hear for patrons, especially those with hearing issues, due to muffled sounds. She also mentioned that the governor was not requiring masks for presenters, but was not sure if that was due to larger venues. Victoria said that the policy was not only to follow the state mandate, but to follow our policy. Leon looked up the governor's policy, and said that the presenters not wearing a mask had to be at least 25 feet away from the crowd. He was not sure of the dimensions of the community room if the 25 feet would be possible. Leon also asked whether the library had a speaker system in the Community Room so that the speaker's voice could be projected. Denise said that they did and that she would pass along to Nancy to have presenters use the microphones. Victoria commented that the Town (who uses the room for meetings) videos meetings as well as use microphones with masks and that you can hear them fine.

Caitlin was curious as to if there was any more patron feedback regarding the mask policy, either positive or negative. Denise answered that there was nothing too crazy, maybe some light grumbling. Overall, she notices more compliments than anything. Leon responded that he thinks the board did a good job by enforcing a mask policy early on in the pandemic.

Victoria asked if the library had more in-person attendees or Zoom attendees during programs. Denise answered with mostly Zoom. She went on to say that the library had success with some outdoor programming, but as the weather is getting colder there is less opportunity. Teens definitely attend

more remote than in-person. Denise asked if Nancy and the presenter could have masks off during Zoom meetings, but have to wear them if there were in-person attendees. Victoria said that Nancy would have to wear a mask regardless. The board decided that if there were patrons in the room than the presenter would need to wear a mask. If the program was performed via Zoom and only Nancy was present; then Nancy would have to wear a mask, but the presenter would not be obligated to wear one.

### **BUILDING PLANS & DISCUSSION**

Victoria discussed the email that she forwarded to the rest of the board from Bob Thomas regarding the Community Center's plans for their new building project. As they are no longer deciding to partner with the library for a new building, Victoria asked the other board members what they were going to do moving forward. She commented that the board needed to do something as the current building is unsuitable. Victoria commented that she knew Denise was against putting more money into the current building and said that the board needed to make a plan. Leon commented that the roof might be an issue down the road. Denise stated that in her opinion, the Rasmussen building would have to be torn down and rebuilt so she questioned why they would need a new roof. Leon responded that he was more concerned with what the price was, so they would have a general idea if they ever had to make a decision.

Mark, the director of the Bitterroot Library in Hamilton offered to speak to our library about the levy process they just went through. The board agreed to have Mark attend the next meeting and discuss the process. Tracy offered that Missoula library might be closer to what the board is looking for as they just went through the bond process and Bitterroot actually had a mill levy. Victoria responded that they had already had Missoula come and discuss the process which was really helpful. Denise commented that Missoula's building cost a much larger amount of money and a much bigger building. Victoria was interested in how Bitterroot pitched the idea to the public as well as their response. Caitlin was interested in what their feedback was from the public. Victoria commented that maybe it was too soon to start the process and Leon responded that it was never too soon to start.

### **Other Comments**

Victoria asked if there were any other discussions, problems, or issues to be brought up. She asked what ever happened with reimbursing Ed Sutherland for the sawblade. Denise responded that Dianne was supposed to get into contact with him to find out the cost and she had yet to get back to Denise. Victoria asked if everyone was aware of the current Foundation Fundraiser and explained that it is a battle of books to raise money and 10 businesses are currently participating. She was not sure how it was currently going.

### **BOARD/DIRECTOR ANNOUNCEMENTS & COMMENTS**

Denise reminded everyone that at least one board member needed to attend the Tamarack meeting later tonight. Victoria said she would be attending.

### **ADJOURNMENT**

Adjourned at 4:15 p.m.

Minutes by Melanie Carroll