

NORTH VALLEY PUBLIC LIBRARY

PUBLIC NOTICE:

Board of Trustees Meeting

Wednesday, February 21, 2018 at 3 p.m. in the Library

Library board 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
 - ✚ Early closing request for Chocolate and Authors
 - ✚ Budget amendment
 - ✚ Policy Review
 - Bulletin Board & Literature Rack Policy
 - Animals in the Library
 - ✚ New policy suggestion
- Ongoing & Unfinished Business
 - ✚ Director's Report – Questions or Comments
 - ✚ Building
- 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, February 21, 2018
3:00 p.m. in the NVPL Montana Room

Attending:

Victoria Howell, Board chairperson
Kim Tiplady, Board Member
Caitlin Dunn, Board Member
Leon Theroux, Board Member
Denise Ard, Library Director

Victoria called the meeting to order at 3:04 p.m. All Board members present except Dianne Snedigar. No public comment and no guests

Finances: Payroll specialist Tammie Milligan from JCCS accidentally put Lisa K Stodd Gump's wages and Annika Riley's holiday pay under the object code for the Director's wages (Object code 110) for eleven months between, 3/17/2017-1/2018. The expense reports presented to the board during that time showed more spent wages for the director and less for the other staff. This has been corrected. Leon motioned to approve the finances, Caitlin seconded. The finances were approved unanimously.

New Business: Chocolate and Authors Party is scheduled for Friday, March 2. Caitlin made a motion to close the library at 2 p.m. on Friday for the Friends of the Library to set up. Leon seconded. The motion passed unanimously.

Budget amendment: Kim motioned to adopt Budget Resolution No 2018-02 Caitlin seconded. The motion passed unanimously.

BUDGET RESOLUTION

Resolution No. 2018-02

A Resolution amending the original FY July 1, 2017-June 30, 2018 budgeted appropriations of the Library General Fund #1000

Whereas, the North Valley Public Library is increasing the general fund budget to pay for professional services: IT Independent Contractor/Consultant (1000/4600/352)

Whereas, \$5,678.63 will be transferred into the General fund from the Library Depreciation fund and budgeted appropriations in the Library Depreciation fund will be amended to reduce 4000/460100/365 and increase transfers out (4000/521000/820)

Whereas, the general fund received \$1,000 unbudgeted revenue donations

Therefore, be it resolved the North Valley Public Library Board of Trustees, amends the original budgeted amounts:

- General fund transfer in and appropriations will increase by \$6,678.63

- Total appropriations for the General Fund are amended from \$360,545 to \$367,223.63 for fiscal year ending June 30, 2018.

Policy review: The board reviewed the *Bulletin Board and Literature Rack Policy*. It was decided that the wording covered adequately their intent. Caitlin moved to reapprove the policy as it is. Kim seconded. The motion passed unanimously.

The board reviewed the *Animals in the Library Policy*. Leon moved to renew the policy as is. Kim seconded. The motion passed unanimously.

Denise will write an internal cash handling and check policy for the board to consider at a future board meeting.

Ongoing business: Denise rearranged shelves in the library to make more seating. Daniel should be directed to get a nametag for Leon that he can wear at library events.

The meeting was adjourned at 3.54 p.m.

Minutes by Pam Morris