

NORTH VALLEY
PUBLIC LIBRARY

PUBLIC NOTICE:

Board of Trustees Meeting

Wednesday, February 20, 2019 at 3 p.m. in the Library

Meetings are open to the public.

- Call to Order/Roll Call
- Public Comment
- Guests
- Approval of Minutes (2)
- Finances
 - ❖ Statement of Revenue – Budget vs. Actual
 - ❖ Statement of Expenditure – Budget vs. Actual
 - ❖ Cash Report
- Ongoing & Unfinished Business
 - ❖ Schedule of Board Meeting for the Rest of the Year
 - ❖ Library Depreciation Funds into 13 month CD?
 - ❖ Memorandum of Understanding with the Foundation
 - ❖ Strategic Plan
- New Business
 - ❖ State Library offering a Trustee Workshop on Planning for Libraries in Butte on Wednesday, April 24
 - ❖ Loud patrons in Quiet Area
 - ❖ Respect for Users, Staff and Library Property - Suggested policy revision.
 - ❖ Child Safety Policy – Review. No change recommended.
- 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
3:00 p.m., Wednesday February 20, 2019
NVPL Community Room

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

Victoria called the meeting to order at 3:00 p.m. All present accepting Kim. No guests and no public comment.

Dianne moved to approve the minutes from the Jan 16 meeting, Leon seconded. Kim arrived. The motion passed unanimously. Dianne moved to approve the minutes of the special February 1 meeting, Kim seconded. The motion passed unanimously.

Finances: Cash Report: Both the savings account and petty cash accounts have been closed. Those monies have been moved to a checking account. Leon moved to approve the finances, Kim seconded. The motion passed unanimously.

Unfinished Business: Leon would like the board meetings to be every month, without exception. He believes it is important to be consistent. Rather than change the by-laws the board would prefer to stay flexible on decisions about the December meeting.

The board discussed when to have the budget hearing. It has to be after Denise receives the determination of tax revenue from the County, which arrives middle to late August, and before the deadline to get the budget to the County for them to get the tax levies to the Department of Revenue, the second Monday in September. Before the final vote on the budget, two notices must appear in the paper advertising a public hearing. The hearing and the trustees vote to finalize the budget will be Thursday, September 5th at 3:00 pm. The final budget will go to the County Friday September 6 so that the County can meet their September 9 deadline.

Dianne moved to move \$45,000 from the Library Depreciation Fund into a 13-month CD at 3% at Farmer's State Bank. Kim seconded. The motion passed unanimously.

Caitlin moved to accept the Memorandum of Understanding with the Foundation. Dianne seconded. The motion passed unanimously.

Strategic Plan: There were some amendments to the draft of the Strategic Plan. All are happy with the Mission Statement, and added "exemplary programming" to the statement. The goals are good and the board are already implementing some.

Denise will review staffing requirements in relation to the Strategic Plan.

As far as financial stability and funding within the Strategic Plan, the board will work on clarifying roles, increasing communication and seamless interaction with the Foundation. They will also create and

review the library wish list with the Foundation more often through the year. The board will also emphasize more communication with Foundation.

In the Building and Facilities part of the Strategic Plan, number 1 will now read "Continue to provide a safe, well-maintained welcoming facility that encourages community use, etc." As far as renovations go, Victoria talked to a man from the Department of Commerce. He said there are a lot of options like exploring bond and grant opportunities. She would like to talk to the Missoula Library's capital campaign man. New shelves for the children's room and new lights in the Rasmussen building are already in progress. Renovating the Maker Space would make that area usable.

"D." becomes "Create a plan for improvements to the Rasmussen building, etc." Build on the bones of the original bid, work on how to fund renovations, how to's from the Department of Commerce, explore bond options. For the long term: always keep options open, keep looking, no passing up opportunities. Also remember the scope of projects should include how to reach library non-users.

Dianne motioned to accept the amended Strategic Plan, including Mission, Goals and Strategic Areas of Focus, and Board Action Plan. Caitlin seconded. The motion passed unanimously. Denise will incorporate the approved changes and then send out to the board for review. She will then present the SP to the staff for their feedback, after which she will develop the Staff Action Plan. She will put the Strategic Plan, including Mission, Goals and Strategic Areas of Focus, on the website.

New Business:

- The board reviewed the "Respect for Users, Staff and Library Property Policy" and amended the statement "You may not enter the library..." to "Library users may not enter the library if the user has neglected..." Caitlin motioned to accept the modified respect policy. Kim seconded. The motion passed unanimously.
- There were no amendments to the Child Safety Policy. Kim motioned to accept the policy, Leon seconded. The motion passed unanimously.

Board/Director Announcements & Comments:

- There was a reminder to all of the Chocolate and Authors Party on March 1st at North Valley Library.
- Leon asked board members for their opinions about board members attending staff meetings. Victoria commented that her research indicated that it is generally not considered to be a good idea. Possibly seen as micromanagement and can make staff uncomfortable.

Victoria adjourned at 5:04 p.m.

Minutes by Pam Morris