

PUBLIC NOTICE

North Valley Public Library Board of Trustees Meeting

208 Main Street, Stevensville, MT 59870

Wednesday, September 15, 2021 at 3pm

Meetings are open to the public.

Community Room in-person.

Agenda

- Call to Order/Roll Call
- Guests
- Public Comment¹
- Approval of Minutes
- Finances
 - ❖ Statement of Revenue – Budget vs. Actual
 - ❖ Statement of Expenditure – Budget vs. Actual
 - ❖ Cash Report
- New Business
 - ❖ Update Policies
 - Cash Handling, Check, Credit Card & Reimbursement
 - Community Room & Makerspace Policy
 - ❖ Stevensville Museum requests permission for fundraiser sale in the Community Room.
 - ❖ Summer Reading Report – Comments or Questions
- Ongoing & Unfinished Business
 - ❖ Building plans & discussion
 - Review architect submissions
 - ❖ Health Insurance report
 - ❖ Covid related issues & policies
 - ❖ Public Library Directors Institute May 16-19 in Great Falls
 - ❖ Expanding the Library District
 - Foundation & Tracy Cook response
- 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, September 15, 2021 at 3 p.m.

CALL TO ORDER/ ROLL CALL

The meeting was called to order at 3:08 p.m.

BOARD MEMBERS PRESENT

Victoria Howell, Chair
Kim Tiplady
Leon Theroux
Dianne Snedigar

BOARD MEMBERS ABSENT

Caitlin Dunn, Vice Chair

STAFF PRESENT

Denise Ard, Director and Melanie Carroll, Manager

PUBLIC COMMENT

None

GUESTS

None

APPROVAL OF MINUTES

Kim moved to approve the August 18 minutes as presented and Dianne seconded the motion.

Leon commented that the August 18 physical copy is different from the one included in the Board packet. He said that the library closure for the staff training was not included in the August's minutes, and he remembered making a motion to close the library for the day. Victoria commented that she remembered, but that motion was present in the July minutes.

A vote was taken for the motion to pass the August 18 minutes. The motion passed unanimously

Dianne made a motion to approve the minutes from the September 2 meeting, the Public Hearings for the Budget Adoption FY 21-22 and the Permissive Medical Levy and Kim seconded the motion.
The motion passed unanimously.

FINANCES

Victoria commented that the finance reports were for the two previous months and asked if the Board wanted to discuss them separately. Dianne asked Denise if she had found out the dollar amount from the County regarding the new growth that has taken place. Denise said she had gotten the estimate and that it was included in the budget. Kim made a motion to accept the finances from the period ending July 2021 and Dianne seconded the motion. The motion passed unanimously.

Victoria asked if Denise had anything to point out from August's financial report. Denise said nothing too exciting to discuss as the year was just getting started. Kim made a motion to accept the August finances as presented and Dianne seconded the motion. The motion passed unanimously.

NEW BUSINESS

Update Policies

Cash Handling, Check, Credit Card, & Reimbursement

Kim asked if there was somewhere in the current policy that discusses a small donation as she was having a hard time locating it. She wanted to know what denotes a 'small' donation and if there was a limit. Denise said we could take any amount, but it was probably written that way for small fees and it could be taken out. Victoria said the policy looked okay to her. Kim moved to accept the updated policy with the amended change of removing "small" from in front of donations. Dianne seconded the motion. The motion passed unanimously.

Community Room & Makerspace Policy

Dianne asked if the changes to the policy were because of COVID or just in general. Denise said they were general changes as she is not adding COVID changes to main policies. Kim said that she had a question towards the end of the policy and asked if there was a large demand for the Community Room being utilized for sales. Denise said that right now they have the museum wanting to use the space, but it called into question the wording of the policy. She wasn't sure if it was worded wrong or if she was remembering differently than what was written. Dianne asked if the library had someone currently wanting to use the space for-profit. Victoria commented that Denise is remembering that it was \$25 dollars for everyone, although it is not written that way. Leon said that the \$25 was a donation, but not required. Victoria said in the old policy it was a donation but current policy it was required, but it did not specify non-profits. Denise said it does not address a non-profit using the room to hold a sale. Victoria asked if the board says yes to a non-profit using the room for sales, would the board still charge them. Dianne feels like they should pay. Dianne asked if the museum was told if there was a fee to use the room. Denise said that she had mentioned the fee, but would need to check with the board for confirmation. Dianne said that she thinks in this particular situation that they are raising money for something and not having an open discussion, so a fee should be involved as the group is benefiting from the use of the room. Dianne made a motion to change the policy to include that non-profit fundraisers/ sales has a fee of \$25.00 with a refundable \$50 cleaning deposit and to increase the commercial use of the room to \$100 with a refundable \$50 cleaning deposit. Kim seconded the motion. The motion passes unanimously.

Stevensville Museum requests permission for fundraiser sale in the Community Room

Victoria states that the request is a little bit complicated because the Foundation is also fundraising that same weekend. However, the Foundation says there is little conflict. Denise said the Foundation will have a table outside the library that weekend. Dianne asked when the museum wanted the room. Denise said that they wanted to set-up on Thursday, but she told them they couldn't come until after 2 due to the staff training day. Denise said she wasn't sure if the sale extended into Sunday or not. Victoria said she was in favor of them using the room as they had no other space to use. Dianne asked if the space would be big enough for them to use. Victoria said they had used the space before. Leon said he was against giving them permission. He said that right now, they are suggesting people using the library wear a mask and that the museum is not. Also, they wanted to use the room for two days which to him is a bit of a problem. If they only wanted one day, then he would be more okay with it. Leon said it was a great idea to have them, but with everything else going on, it was not a good time. Dianne asked if it was the sale or First Friday which had him concerned. Leo said it was a large volume of people and he would hate for a large group to be coming or going. Victoria said it was not a very big event and that people come and walk around then buy what they want and leave. They did not really linger. Victoria said it is a part of a bigger event which is mostly outside. Dianne asked if they could limit the number of people they have in the room at one time. Victoria said the board could limit and also ask that they wear masks. Leon said he is still against it. He feels that under the current restrictions of allowing people to use the room, it could come up as an issue if someone else wants to book the room and the board does not let them. Victoria said that since everything is so fluid with COVID restrictions that she does not see it being a problem to deny other outside groups the use of the room depending on the current COVID restrictions at that time. Dianne agreed that it was a day-to-day thing. Dianne asked Leon what could cause him to be more open to the idea. Leon said he was basically against it. He didn't know before that it was only art, but still feels like they should deny the use due to the current COVID pandemic. Dianne said that if they could formulate some restrictions that she would be open to letting the museum have the opportunity to use the room. Kim offered 10 non-organizational people in the room at a time. Denise said that they couldn't enforce it. Kim said it would be on the honor system. Dianne moved to allow the Stevensville Museum to use the room for the designated days with the stipulations that only 10 members of the public could be in the room at a time and that masks are strongly encouraged. Kim seconded the motion. The motion passed with three members voting yes and Leon dissenting.

Summer Reading Report

Dianne asked how the new programmer was doing so far. Denise said that she had started on Monday and was doing great so far. Victoria asked who prepared the Summer Reading Report. Denise said Emily and Morgan, the practicum student the library had in the beginning of summer prepared it using Denise's template. Victoria asked how the figures compared to last year's report. Denise said she wasn't exactly sure, but did know that it wasn't comparable because the previous year the library had a children's programmer. Dianne asked if the gift cards were used that the bank donated. Denise said yes as the grand prizes for the reading program. Denise also said that she felt the report was very well done especially considering that it is not something Emily is usually tasked with. The board agreed that the report was very well done.

ONGOING & UNFINISHED BUSINESS

Building plans & discussion

Review architect submissions

Victoria started by saying that even though they only got one response that they still had options, and could re-advertise if they wanted. Leon found it interesting that there was no mention of a proposed cost in the response. Dianne said she saw it as being just a resume for the company. Leon said he felt the group needed to go a step further and he would like to know the dollar amount. Victoria asked if he meant the cost of the PAR which Leon said yes to. Dianne asked if they could put out for more bids or do they have to make a decision off the one response. Victoria said if they decide to go further with them, that they could meet and then negotiate prices. Dianne asked how the PAR was advertised. Denise said that they put it in the Bitterroot Star, the Missoulian, as well as sent the same advert to architects referred by other libraries, and that they still only had one response. Victoria said that there may be a couple factors involved in why they didn't get much of a response. Dianne asked when they got the response. Denise said that it was the night before. Leon said that when they talked about it last month that they had discussed relisting. Kim said that they sent the responses to all the others and got nothing. Dianne said why don't they meet with this group and see what they have to present. Kim agreed saying it would be good to get a sense of them. Leon said he would be in favor of them making a presentation and get a better feel for them. Dianne asked if anyone talked with the school to see how they fared with this group. Victoria said she hadn't talked with anyone over there since Bob, the superintendent, came to their meeting. Dianne thought it would be good to get their opinions. Victoria asked if there is any action that they have to take legally and that maybe they should confirm with Tracey at the State Library. Denise asked what the board would like to know from Tracy. Victoria said that the board would like to meet with this group, but wanted to know that by meeting with them, they were legally bound to continue the process with them. Denise said she will ask Tracy. Victoria said depending on what Tracy says, we will invite them to our next meeting.

Health insurance report

Victoria said that the report did not look too good. Denise agreed. Victoria was glad Denise did the research and said they could advocate for a change in the law. Kim commented that it seems so limited. Dianne commented that the bank uses Blue Cross and recommends them. Denise said there are three health care companies for small groups in Montana. She said she wants to drop the current health insurance company. Kim said that the board wants to be ethical and that a part of what they do is take care of their employees, and the current out of pocket costs is definitely not taking care of them. Victoria said that compared to the current cost, the suggested increase is pretty substantial. Denise said that the insurance would be for three employees. Victoria asked if Denise could find that somewhere in the budget. Kim said the board needs to look at total compensation and how flexible they can be. Victoria said when it comes time for next year's budget, we could look at switching. Denise said it had to be sooner because health insurance is renewed for the calendar year, not the fiscal year. Victoria said they wouldn't be able to switch as they didn't budget for it. Denise said it could be taken from another line in the budget. Kim suggested maybe forgoing raises and offer the better health insurance instead as an option. Victoria suggested factoring this in for the three employees and make adjustments as to whether they get a raise or such and look at the impact from there. Leon suggested asking the staff. Denise said she could ask about minimum participation in the policy. Victoria asked if she could find out. Kim said maybe that is an option to give them an option. Dianne said that the bank has three options for a deductible which changes the cost, maybe something like that would be possible. Denise said that because their group is so small, it limits what they can do. Victoria said that the only decision available right now is to do more research. She also says they need to think about the wage scale and how

they can combine those two for the employees eligible. Denise said for this coming January, a decision would need to be voted on. The insurance rep will be asking as early as November to sign paperwork. Denise will find out more information and revisit the discussion with the board.

COVID related issues & policies

Denise asked what the maximum number of capacity the board felt comfortable with as in-person programming resumes. The library is thinking of hosting Animal Wonders later in October and need to know how many people they can have attend. Denise said they are currently asking the presenters what their requirements are, but she would like to have the largest occupancy they can get as the program is one of the more expensive ones the library hosts. Victoria said she did not have much of an opinion and asked Leon what he thought. Leon said he would be leaning more against having a lot of people present. Dianne asked if they could reschedule until after COVID. Denise said they really wanted to start to resume programming off with a bang. Victoria asked if they were okay with half capacity and if the program was still worthwhile. Denise said she would be okay with it, but would prefer full capacity due to cost. Dianne asked what it would cost if the occupancy was at half rather than full. Denise said it would cost the same. Victoria asked if this was a change to the policy. Denise said a while ago the board approved in-person programming, however, the library had a vacancy since that decision was made so had not applied it. Victoria asked if they needed to do anything or if they could let library staff decide. Leon said he would be in favor of leaving it up to Denise's discretion. Victoria said that Denise is aware of everything that is happening and she asked if Denise felt she could handle it. Denise replied yes. Victoria asked if there was anything else they needed to change or just leave everything else as is. Dianne commented that everything seemed fine as is, unless an emergency happened. The board left the Community Room capacity for programs up to Denise to decide at this time.

Public Library Directors Institute May 16-19 in Great Falls

Denise asked the board if they were okay with her attending the Public Library Directors Institute in May rather than the Tamarack meeting. Victoria said she thinks it is a good idea for Denise to do that, but someone from the board will definitely have to attend Tamarack. Denise will attend the Public Library Directors Institute meeting in Great Falls rather than the Tamarack meeting in May 2022.

Expanding the Library District

Victoria said she had an interesting discussion with the county attorney regarding the legality of expanding the district. The attorney said they could add Florence properties in Ravalli County to the district. Victoria wasn't sure how they would sell that to the public. Denise said she had sent Tracey's response from the State, but she doesn't think others will find it a great selling point. Victoria asked what the board wanted to do about expansion. Should they table it for now or continue to explore it. Leon said he would be against expansion because a lot of people needed to say yes and he does not feel they would get 15% of the population to approve it. Dianne asked if they could try to put out a survey to gauge the interest before committing to it. Victoria said she doesn't know how valuable it would be to do so. Dianne said it would be nice to get a feel for it before putting all that time and effort forth. Dianne asked if they could table the discussion to discuss later. The board will discuss expanding the library district at a later date.

PUBLIC COMMENT

None

BOARD/DIRECTOR ANNOUNCEMENTS & COMMENTS

Victoria asked if Denise had any announcements or comments. Denise said only that Barbara, the new children's & adult programmer had started, and that the roof was finally completed.

ADJOURNMENT

The meeting was adjourned at 5:02 pm