

**NORTH VALLEY
PUBLIC LIBRARY**

PUBLIC NOTICE:

Board of Trustees Meeting

Wednesday, August 15, 2018 at 3 p.m. in the Library

Meetings are open to the public. The public is welcome to attend.*

- Call to Order/Roll Call
- Public Comment
- Guests
 - ❖ Donna Bainbridge, NVPL Foundation regarding Strategic Planning
- Approval of Minutes
- Finances
 - ❖ Statement of Revenue – Budget vs. Actual
 - ❖ Statement of Expenditure – Budget vs. Actual
 - ❖ Cash Report
- New Business
 - ❖ Budget
 - ❖ Missoula Federal Credit Union employees volunteering – can we forgo background check?
 - ❖ Computer equipment to discard
 - ❖ Review Draft Revision: Program, Presenter Policy & Contract
- Ongoing & Unfinished Business
 - ❖ Update on removing planter from front of building (If there is an update)
- Public Comment
- Board/Director Announcements & Comments
- Adjournment

*The public participation policy is on the library website or may be requested at the front desk.

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 Minutes
Wednesday, August 15, 2018, 3:00 p.m.
North Valley Library Community Room

Victoria Howell, Board Chairman
Kim Tiplady, Board Member
Leon Theroux, Board Member
Caitlin Dunn, Board Vice Chair
Denise Ard, Library Director
Donna Bainbridge, Guest

Caitlin presided over the meeting because Victoria had a cold. Caitlin called the meeting to order at 3:02 p.m. Dianne Snediger was not present. Donna Bainbridge, president of the NVPL Foundation, was guest speaker. No public comment.

Strategic Planning Sessions: Donna spoke of the arrangements for the upcoming NVPL Strategic Planning meeting with the community. She received input from board members and created a community call list. She will ask the Foundation board to invite people to the listening sessions. A follow up letter to participants will be sent afterward, making sure they have the essential information ahead of the meeting. A second letter will go out the 2nd week of September as a reminder and include any new information.

Lauren from the State Library would like to facilitate the listening sessions. She can come on October 23rd. Donna and the board agreed to two sessions, one in the morning before work and an evening session after work. Both sessions will take place in the Library Community Room. The Foundation will provide refreshments.

Denise collected statistics and demographic and Donna will send those out. All are hoping for dynamic discussions with plenty of ideas and brainstorming. The Foundation may ask for written comments from people or groups who cannot come to the meetings. The more input the better.

Donna will meet with her board, talk about the script, break up the list for calls, etc. and start making calls after Labor Day.

Approval of minutes: Kim motioned to approve last month's minutes, Leon seconded. The motion passed unanimously.

Finances: Kim moved to approve the finances, Caitlin seconded. The motion passed unanimously.

New Business: Denise presented the 2018-2019 budget for the library. Election costs went up. The library is able to put some money into the Library Depreciation fund. Denise is waiting on Century Link to switch over to a new circuit. Currently two internet providers service the library, if one goes down the other kicks in. The board will decide if they want to keep the additional cost of keeping Charter as back up but it has not been budgeted. Victoria motioned to approve, Kim seconded. The motion passed unanimously.

The Stevensville branch of the Missoula Federal Credit Union requires employees to volunteer locally. Denise asked if the bank background checks are sufficient to meet the library's

background check requirement. Kim motioned to allow the bank background check to be accepted and not require additional background checks to be purchased by the library. Leon seconded. The motion carried unanimously.

Old Computer Equipment Discard: The following broken and/or outdated IT equipment needs discarding:

- 5 laptops originally purchased by a grant obtained by the Montana State Library from the U.S. Department of Commerce's National Telecommunications and Information Administration's (NTIA) Broadband Technology Opportunities Program (BTOP), funded by the American Recovery and Reinvestment Act. Originally purchased circa 2011.
- 4 HP mini laptops. These used laptops were discarded originally from Stevensville School District in 2016 at which time the library took them to circulate as Google Chrome Books.
- 2 Dell 2150 Printers (broken.) Original purchase circa 2012.

Leon will take the printers and mini laptops to Pete's for recycling. Denise will offer the old Dell laptops to staff with the understanding if they are not working properly or staff does not want to keep they need to bring them to Best Buy in Missoula to discard. Only private individuals may recycle laptops at Best Buy. Victoria motioned to get rid of these outdated computer items. Caitlin seconded. The motion carried unanimously.

Program, Presenter Policy and Contract draft revision: Paid presenter will sign a contract with the library. Volunteer presenters will sign an agreement. Now that we have a full-time youth services employee, that employee will provide most of the youth programming with some volunteers help. The library may pay an outside organization for a program if the individual or organization has a particular talent or expertise. Caitlin motioned to accept the new policy, Kim seconded. The motion carried unanimously.

There is no update on the removal of the planter in front of the Community Room.

Leon attended the library's last staff meeting and found it very interesting. He was surprised at how much the staff does besides checking books in and out. Victoria mentioned that she would have liked to attend the ribbon cutting for the new mural and wants the Board to be consulted before a decision is made on date.

Meeting was adjourned at 4:20 p.m.

Minutes by Pam Morris.