

**NORTH VALLEY  
PUBLIC LIBRARY**

**PUBLIC NOTICE:**

**Board of Trustees Meeting**

Wednesday, June 19, 2019 at 3 p.m. in the Library

**Meetings are open to the public.**

- Call to Order/Roll Call
- Guests
- Public Comment
- Approval of Minutes
- Finances
  - ❖ Statement of Revenue – Budget vs. Actual
  - ❖ Statement of Expenditure – Budget vs. Actual
  - ❖ Cash Report
- New Business
  - ❖ MLA in Missoula, April 1-4: Closing the Library for 2 days for staff to attend training (ACTION ITEM)
  - ❖ Incentivizing continuing education and staff meetings by making it one of the criteria in wage increases. (ACTION ITEM)
  - ❖ Budget planning – Director starting to provide information on 2019-2020 plans and costs. Board input requested.
  - ❖ Public Library Standards to be reviewed by Board – Questions or clarification about standards to be entertained.
- Ongoing & Unfinished Business
  - ❖ Strategic Plan
    - Staff survey on opening time to be reviewed. Discussion to follow on opening 30 minutes earlier, & staffing before the library opens, and extra hours/cost.
  - ❖ Building discussion including:
    - Renovation and/or construction decisions
    - Financing: Mill levy increase, loan, grants, foundation, donors and bonds
    - Other steps involved in renovations or construction of library building
- Public Comment
- Board/Director Announcements & Comments
  - ❖ Leon and Victoria comments on Tamarack Federation conference
- Adjournment

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[northvalleylibrary.org](http://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, June 19, 2019  
Montana Room

Victoria Howell, Board Chairman  
Leon Theroux, Board Member  
Caitlin Dunn, Board Member  
Kim Tiplady, Board Member  
Denise Ard, Board Member

Victoria called the meeting to order at 3:03 PM. Dianne was absent.

Donna Bainbridge was a guest representing the NVPL Foundation. Donna reported the Foundation will host a golf tournament at the Stevensville golf course, Sat, Aug 24. They are still in the process of organizing it. Pam Hawkins resigned as Foundation Treasurer. She agreed to remain a member of Friends of the Library, which is a standing committee within the Foundation. There will be a First Friday at Blacksmith Brewery for a pint night in February. The Catered Table will possibly host a wine tasting as a fund raiser for the Foundation. Wildwood Brewery will do a pint night anytime and the Tin Can also will do pint nights. However, there is not enough Foundation members that want to run all these pint nights. The Foundation is trying to solicit donors to contribute funds to renovating the Maker Space. They are also writing procedures on fundraising for the Foundation, electing new officers and updating their by-laws.

Leon said he will make a donation to help with the Maker Space renovation. Denise requested the board respond when they receive the info packets for upcoming meetings and say if they are attending or not.

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

Finances: Leon asked about revenue v/s actual and what the asterisks signify. Denise divided Charges for Services into more sub-budgets: Miscellaneous Revenue, Northwestern Energy rebate, and refund for no claims on worker's comp fund. The library is at 83% expenditure with a month to go in the fiscal year. Kim motioned to approve finances, Caitlin seconded. Motion passed unanimously.

New Business: Denise asked the board if the library could close for two days for the staff to go to the Montana Library Association Conference for training. The library has never closed for staff training since Denise became director in 2014. This is a great opportunity for staff to get quality information on the latest library techniques and services. It is in Missoula this fall. Attendance is encouraged by incentives for wage increases. Leon likes the idea of making it mandatory and incentivized. Kim motioned to close the library for up to two days for staff training at MLA, Leon seconded. The motion passed unanimously. If the library is adopting an

incentive program, wording needs added to the Personnel Policy. Denise will adapt the Policy to read, “The Director assigns attendance to conference and continuing education as well as to staff meetings. Staff that attend Director recommended continuing education and staff meetings are eligible for increases at the maximum rate offered.” Leon thinks the board shouldn’t dictate staff meeting attendance. Victoria said the board over-see and sets policy. Kim motioned that we approve a revision to the Personnel Policy about staff attendance. Caitlin seconded. Motion carried unanimously.

Budget planning: Leon mentioned the adding and subtracting of budget items should be at Denise’s discretion. She always notes any adjustments made. Denise wants to allocate funds for Annika to go to a conference in Helena on early literacy, Mother Goose on the Loose. Denise explained the library does not join PLA and MLA every year due to the expense. Denise wondered if the board wanted the library to join the Bitterroot Chamber of Commerce. Leon personally didn’t think it was important, Caitlin and Kim agree. The asbestos remediation company will honor the bid they previously made on the Maker Space. The board decided that since the library is a public building, an air clearance test is necessary after the remediation.

The IT budget wasn’t spent this year. Denise will budget the same amount for next year because the work still needs done. The first draft of the budget will go to the board on July 17, with an approval vote August 21<sup>st</sup>, then a public hearing before it goes to the county. Denise will present pay raises to the board for approval by July 17<sup>th</sup>. Leon asked if it was possible to make raises retroactive to July 1<sup>st</sup> (the beginning of the fiscal year) but all decided that it was problematic to implement. Wage increases will be on the agenda for the July meeting.

Public Library Standards: Board members will read over the state standards. Victoria and Denise already signed the acknowledgment that the standards have been met. Reading the standards keeps the board updated. Denise makes sure we are in compliance.

Unfinished Business: Staff survey on library opening hours: Leon found the staff input interesting. He does not want to open at 9:30, Victoria does. The night time staff will begin counting patron numbers from 6:00-7:00 p.m. during weekday. It was decided to keep the current hours.

Building: Victoria will ask Regina Plattenburg from the Ravalli County Clerk & Recorder office if she will come to a Board meeting to give a presentation on bond initiatives. The board suggested in the fall at her convenience. Donna would be happy to contact the capital campaign person responsible for the new Missoula Public Library to come and talk to both the library and Foundation board. Denise solicited the Board’s opinion on their budget wishes. She suggested putting the unspent election money from last year into the depreciation fund.

The Cement Planter: Leon is concerned the planter is a safety issue and suggested finding a maintenance person to take it out. Leon asked if Dianne had given Denise a maintenance contact. Denise said she would follow up with Dianne. Donna suggested asking the companies doing the

Main Street sidewalk renovations if they knew anyone. Denise will remind Victoria to call someone about removing of the planter.

Tamarack Conference: Leon, Victoria and Denise attended Tamarack conference. Leon liked the discussion on expanding agenda information and noted that Denise has followed it. Victoria is now the Vice Chair of the Tamarack Federation.

Wish List: Denise suggested the possibility of a standing self-check out station. Donna asked if the Foundation could join the Main Street Association as part of the library. That way a Foundation member could attend the meetings.

Kim motioned to adjourn the meeting at 5:07 p.m. Caitlin seconded. Motion passed unanimously. Minutes by Pam Morris.