

NORTH VALLEY PUBLIC LIBRARY

PUBLIC NOTICE:

Board of Trustees Meeting

Wednesday, January 17, 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
 - ✚ Vote on appointing Board member to fill vacancy
 - ✚ Bank signatures
 - ✚ Board meetings 2018
 - ✚ Policy Review – Computer Internet Use and Internet Safety Policy
 - ✚ Annual library walk-about
- Ongoing & Unfinished Business
 - ✚ Director's Report – Questions or Comments
 - ✚ IT support
 - ✚ Building
 - Mural/Giving Tree
- 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, January 17, 2018

North Valley Library Community Room

Victoria Howell, Board Chair

Dianne Snediger, Board Member

Kim Tiplady, Board Secretary

Denise Ard, Library Director

Caitlin Dunn, Board Vice Chair

Leon Theroux, Appointed Board Member

Victoria called the meeting to order at 2:59 p.m. There was no public comment.

Caitlin moved to approve last month's minutes. Kim seconded. Motioned carried unanimously.

Finances: The technology specialist resigned and the decision was made to outsource technology. Denise said some of the funds to pay for the consultants could come from the unspent workroom project in the library depreciation fund, and the remaining wages of the IT employee. Denise said that it was not necessary to move line items as long as the total fund is not overspent. The Board felt it would be easier to track IT expenses if the line item was moved. The Board asked Denise to move the remainder of the IT employee's wages of \$3,627.45 to the consultant line. The board directed Denise to prepare a budget resolution to transfer \$5,678.63 from the library depreciation fund to the general fund to pay for IT consultants. Kim moved to approve the finances as presented, Dianne seconded. The motion passed unanimously.

New Business: Victoria motioned to appoint Leon Theroux as a new board member, Caitlin seconded. The motion passed unanimously. Welcome Leon.

Bank Signatures: Denise signed off on the relevant bank signature changes along with Victoria.

Board meetings: There was a discussion about changing the day or time for trustee meetings because the current day conflicts with a children's program so the board often has to meet in the Montana Room which is a designated quiet space. Dianne offered the use of the conference room at Farmer's State Bank. The board consensus is to keep the same time and same space for now due to everyone's availability and wanting to keep meetings in the library.

Policy Review: The Computer Internet Use and Internet Safety Policy was reviewed. Denise went over the new changes. Kim moved to adopt the policy changes, Dianne seconded. The motion passed unanimously.

Unfinished Business: Victoria reminded Board to read the Director's report before the meeting as it provides background information on what will be voted on and discussed at the meeting. Victoria motioned to hire Bret Gardner and Travis Riley as needed as outside contractors for IT support. Bret will be paid \$50 per hour based on experience and certifications. Travis will be offered \$18 per hour during training with a potential raise of not more than \$25 based on Bret's evaluation of performance. Kim seconded. Motion passed unanimously.

Building: Local artist Ken Daly agreed to donate his time painting a mural on the outside of the library. Caitlin moved to approve the mural, Dianne seconded. The motion passed unanimously.

The trustees took their annual walk about the library to see what is new and discuss potential upcoming projects.

The meeting was adjourned at 5:09 p.m. Minutes by Pam Morris.