

## PUBLIC NOTICE

### North Valley Public Library Board of Trustees Meeting

208 Main Street, Stevensville, MT 59870 in the Community Room

Wednesday, March 18, 2020 at 3pm

**Meetings are open to the public**

#### *Agenda*

- Call to Order/Roll Call
- Public Comment<sup>1</sup>
- Guests
  - ❖ Bitterroot Community College Initiative wants to explain the reasons they are pursuing independent community college district & answer any questions the Board might have.
- Approval of Minutes
  - ❖ 2-19-2020 Regular meeting minutes
- Finances
  - ❖ Statement of Revenue – Budget vs. Actual
  - ❖ Statement of Expenditure – Budget vs. Actual
  - ❖ Cash Report
- New Business
  - ❖ Certificate of Deposit matures 3/21/20. It will automatically renew unless action is taken within 10 days.
  - ❖ *Library Card, Circulation & Patron Privacy* policy review
  - ❖ COVID-19 – Discuss plan in case of outbreak
- Ongoing & Unfinished Business
  - ❖ Strategic Plan in Action: Building discussion including:
    - Option of Library on the ground floor of a R.T. Wolfenden Co. Inc. development with residential spaces above.
    - Option of Expanding current facility by purchasing or leasing building next door.
    - Memorandum of Understanding with Stevensville Community Center to partner in building plans.
    - 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's report on his attendance at the State Library workshop for library trustees on leadership skills
- Adjournment

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<sup>1</sup> 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](mailto: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](http://northvalleylibrary.org/board—information).

**North Valley Public Library**  
Minutes Board of Trustees Meeting  
Wednesday, March 18 2020 at 3 p.m. in the Community Room of the Library

**Call to Order/Roll Call**

The meeting was called to order at 3:10

**Board Members Present:**

Victoria Howell, Chair was present by phone and not in attendance in person due to Covid-19

Leon Theroux

Dianne Snedigar

**Board Members Absent:**

Caitlin Dunn, Vice Chair

Kim Tiplady

**Staff Present:** Denise Ard, Director

**Public Comment:** There was no public comment.

**Guests:** Due to Covid-19 pandemic, Candy Lubansky, who had requested to address the Board to explain the reasons for pursuing an independent community college district was asked not to attend. Instead, she emailed the Director a brochure which Denise said she would forward to the board.

**Approval of Minutes:** Leon moved to approve the February 2020 minutes. Dianne seconded. Motion carried.

**Financial Reports:** Dianne moved to approve the financial statements. Leon seconded. Motion carried.

**NEW BUSINESS:**

**Certificate of Deposit:** Victoria motioned to cash out the CD and deposit it into the checking account. Dianne checked with the bank and the interest rate on the CD and checking are currently the same. Leon seconded. Motion carried.

**Library Card, Circulation & Patron Privacy policy review:** Denise had no suggestions on updates. It was time to review the policy per the State Library standards. Denise said in her Director's report that Bitterroot Library and NVPL were going to try and have some of the same circulation policies to make it easier on patrons that use both libraries but they have not had a chance to meet and talk over. The policy can be reviewed again at any time changes are suggested. Dianne made a motion to approve the policy as presented. Leon seconded the motion and the motion carried.

**COVID-19 – Discuss plan in case of outbreak**

The Board thought the library should err on the side of caution because patron and staff safety was paramount. Leon thinks the Library should have an emergency closure policy and the Director should have authority to close in a pandemic. The board agreed it was good to close to the public on Monday, March 16 and we would continue curbside holds pick up and monitor the situation and change as necessary as more information is available. Victoria will write an email to the staff saying they can feel secure economically even it comes to a closure. Staff available to work will be paid their normal hours. It would not apply to those not available to work such as vacation or other leave. Dianne will share with Victoria what Farmers sent to their staff. The board thinks the Foundation should postpone their April fundraiser.

#### **ONGOING AND UNFINISHED BUSINESS:**

**Building discussion:** Wolfenden is out of State. Due to the Covid situation a meeting with Wolfenden would need to be postponed even if he returned. There has been no further work on the Memorandum of Understanding with Stevensville Community Center.

**Board/Director Announcements** Leon attended the State workshop for library trustees and said it was geared towards new trustees but applied to trustees in general. On theme was that trustees should know the mission statement and bylaws. Trustee position is defined in those documents. It is important for trustees to self-evaluate and ask themselves, "Is this what want to do?" Since the training was in Missoula Leon was surprised no one from Hamilton or Darby attended. They also stressed that trustees should be involved in as many fundraisers as possible. Ronan is leasing their building but they want to own it. City of Ronan owns it and the city wants to increase the cost.

**Adjournment:** Leon motioned to adjourn the meeting. Dianne seconded. The meeting ended at 4:40 pm

Minutes by Caitlin Dunn and Denise Ard