

## PUBLIC NOTICE

### North Valley Public Library Board of Trustees Meeting

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

Wednesday, February 19, 2020 at 3pm

**Meetings are open to the public**

#### *Agenda*

- Call to Order/Roll Call
- Public Comment<sup>1</sup>
- Approval of Minutes
  - ❖ 1-1-2020 Regular meeting minutes
  - ❖ 1-23-2020 Special meeting
- Finances
  - ❖ Statement of Revenue – Budget vs. Actual
  - ❖ Statement of Expenditure – Budget vs. Actual
  - ❖ Cash Report
- New Business
  - ❖ Foundation requests that the Library Board allow the library to close at 4 pm on Saturday April 25 for a fundraiser and that they allow the Foundation to serve alcohol at the event.
  - ❖ *Capitalization Policy for Fixed Assets* policy review
  - ❖ Wages
- Ongoing & Unfinished Business
  - ❖ Strategic Plan in Action: Building discussion including:
    - Discuss having a library on the ground floor of a R.T. Wolfenden Co. Inc. development with residential spaces above.
    - Discuss 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
  - State Library is offering a workshop for library trustees on leadership skills in Missoula March 5.
- 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, February 19, 2020 at 3 p.m. in the Community Room of the Library

**Call to Order/Roll Call**

The meeting was called to order at 3:02 p.m.

**Board Members Present:**

Victoria Howell, Chair  
Caitlin Dunn, Vice Chair  
Leon Theroux  
Kim Tiplady  
Dianne Snedigar

**Board Members Absent:** None

**Guests:** Amy Horlacher, President of the North Valley Public Library Foundation

**Staff Present:** Denise Ard, Director

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

**Approval of Minutes:** Dianne moved to approve the January 15, 2020 minutes with one typo correction. Leon seconded. Motion carried.

Kim moved to approve the January 23, 2020 special meeting minutes, Leon seconded. Motion carried.

**Financial Reports:** Caitlin motions to accept the financial reports. Kim seconds. Motion carried.

**New Business:**

***Foundation fundraiser***

Amy spoke on behalf of the foundation and said they would like to have their main fundraiser of the year at the library. They request that the library close at 4 pm on Saturday April 25 and that they are allowed to serve alcohol at the event. Leon is concerned that the maker space will not be complete. He asked if the hour was for setup and Amy said it was. Leon said he did not think they should serve alcohol. Amy said there was alcohol served at their fundraiser that took place at St. Mary's.

Dianne moved to allow the Foundation to hold the event on April 25 in the library, including the closure at 4 pm and to allow them to serve alcohol if they choose. Kim seconded the motion. Victoria, Dianne, Kim, and Caitlin approved the motion. Leon opposed. The motion carried 4 to 1.

***Capitalization Policy for Fixed Assets***

The board reviewed the Capitalization Policy for the Fixed Assets Policy. There were no changes recommended by the Director, but per State Library standards they ask boards to review policies every three years and this one was overdue for review. Leon moved to approve the policy again with no changes. Kim seconded the motion. The motion carried.

***Wages and Benefits***

The board reviewed employee's wages for the next fiscal year budget, July 1, 2020-June 30, 2021. They also reviewed the minimum hours worked in order to receive employer paid health care, and wage ranges by job description.

Dianne moved to approve wage increases, change the wage ranges, and change the minimum number of hours worked per week to receive employer paid health care to 32 hours. Kim seconded. Motion carried.

Wage ranges increased to the following:

Library Substitute: \$13 - \$16 per hour

Library Assistant: \$14 - \$17 per hour

Adult Program Coordinator and Youth Program Coordinator: \$15 - \$24 per hour

Administrative Library Specialist: \$15 - \$24

**Ongoing and Unfinished Business:**

***Strategic Plan in Action: Building discussion***

There was a short discussion on libraries that are multipurpose facilities and include residences. The board needs more information.

The board thought it would be a good idea to have a meeting with developer Bob Wolfenden and all the groups involved including the Library Board, NVPL Foundation Board and the SCF Community Center Board. Victoria will try and arrange a date and time.

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

**Board/Director Announcements:** Leon said he is attending a workshop offered by the State Library for library trustees on leadership skills in Missoula on March 5.

**Adjourn:** Caitlin moved to adjourn at 4:50. Dianne seconded. The motion carried.

Minutes by Caitlin Dunn and Denise Ard