

## **PUBLIC NOTICE**

### **North Valley Public Library Board of Trustees Meeting**

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

Wednesday, May 20, 2020 at 3pm

**Meetings are open to the public**

#### ***Agenda***

- Call to Order/Roll Call
- Public Comment<sup>1</sup>
- Guests
- Approval of Minutes
- Finances
  - ❖ Statement of Revenue – Budget vs. Actual
  - ❖ Statement of Expenditure – Budget vs. Actual
  - ❖ Cash Report
- New Business
  - ❖ Adding hotspots to LIBRARY CARD, CIRCULATION & PATRON PRIVACY POLICY
- Ongoing & Unfinished Business
  - ❖ COVID-19 Phase 2 Reopening plans
  - ❖ Building plans & discussion
- Public Comment
- Board/Director Announcements & Comments
  - ❖ Victoria Tamarack report
- 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, May 20 2020 at 3 p.m.

**CALL TO ORDER/ROLL CALL**

The meeting was called to order at 3:02

**BOARD MEMBERS PRESENT**

Victoria Howell, Chair

Leon Theroux

Caitlin Dunn, Vice Chair

Kim Tiplady

Dianne Snedigar

**STAFF PRESENT** Denise Ard, Director

**PUBLIC COMMENT** No public present so therefore there was no public comment.

**GUESTS** No guests.

**APPROVAL OF MINUTES** Dianne made a motion to approve the minutes with one small update of name and Leon seconded. The motion passed unanimously.

**FINANCES** Leon had a few line item questions about expenditures and why the money was not committed. Collection Youth Audio 276. Denise said they wanted to purchase Playaways with that. She said it was not spent due to a variety of reasons. Annika left on maternity and they were training new staff member Emily to order. Secondly, some of the staff did not work their full hours due to Covid and some vendors were closed and not sending out items. She said some of the collections budget may be underspent this fiscal year.

Leon asked about the \$100 in line 355 for contract services-others. Denise said that was just a little amount budgeted for some unexpected expenditure for a contractor and did not think it would be spent this fiscal year.

363 Equipment – Photocopier. Denise said they just received a bill for their service contract but that line item would still would be less than the budgeted amount because she wanted to pay for a 6-month contract rather than 12-month since they were investigating getting a new copier or a new method of printing and copying.

595 Election. Victoria answered this question. She said an election was not required so they did not have to spend that but they were required to budget for an election each year even if no terms were up in case a board member resigned.

The last line item underspent the Library Deprecation fund 365 Blg Improvement. Only \$2,619.00 was spent of the \$29,151.91 budgeted. Victoria said it was underspent because the majority of the Makerspace project was paid by the Foundation. Denise added they did not have to use it since the Foundation raised the money. Leon moved to accept the financial reports and Kim seconded. The motion passed unanimously.

## **NEW BUSINESS**

### ***Adding hotspots to LIBRARY CARD, CIRCULATION & PATRON PRIVACY POLICY***

Caitlin moved to add hotspots to the circulation policy. Dianne said she thought 14 days was too long of a lending period for hotspots. Denise was unsure if that was mandated by the State since they were paying for the first year. She said she would find out if they could change the lending period and charge overdue fines. Denise said the Board could pass the policy with 14 days and without fines but if she finds out they are allowed to change the lending time and charge fines then she will bring it back to the board next month. Dianne seconded the motion. The motion passed unanimously.

## **ONGOING & UNFINISHED BUSINESS**

### ***COVID-19 Phase 2 Reopening plans***

- Regular hours will resume June 1.
- 6' social distancing still needs to be maintained by staff and patrons.
- Kim made a motion to have a board policy that masks will be required by staff and patrons until no longer recommended (or reinstated) by Ravalli County Health Department, Montana Department of Public Health and Human Services, and Office of Governor. Dianne seconded the motion. The motion passed unanimously.
- Extra cleaning and hand cleaning needs to continue.
- Staff need to continue to take their temperature and make sure they are not sick before coming to work.
- Seating for reading and lingering not allowed.
- Computer appointments for 1 hr. appointments 6' apart for 4 patrons. Reevaluate on June 17.
- Browsing by appointment increasing to 10 browsers (30 min. appointments.) and reevaluate on June 17.
- Leon motioned to let the Town Council hold their meetings in the Community Room but the room is closed to all other outside groups until further notice. Kim seconded. The motion passed unanimously.
- The library will not offer in-person programs at this time. The board will make a decision on whether to resume in-person programs on June 17.

### ***Building plans & discussion***

The Makerspace is completed and looks great.

**PUBLIC COMMENT** No public joined the meeting so therefore no public comment.

## **BOARD/DIRECTOR ANNOUNCEMENTS & COMMENTS**

- Victoria reported on the Tamarack online meeting. She said it was pretty short & basic and Tracy gave some good information.
- Denise has gotten the cleaning crews scheduled again.
- Denise said Daniel got a job at Bitterroot Library and was leaving. Denise said she wants to hire a Library Manager position with more responsibility to help her out more.

## **ADJOURNMENT**

Meeting adjourned at 4:42

Minutes by Caitlin Dunn and Denise Ard