

PUBLIC NOTICE
North Valley Public Library Board of Trustees Meeting

208 Main Street, Stevensville, MT 59870

Wednesday, April 16, 2025, at 3pm

Meetings are open to the public.

Agenda

- **CALL TO ORDER/ROLL CALL**
- **PUBLIC COMMENT¹**
- **GUESTS**
- **APPROVAL OF MINUTES**
 - ❖ Board minutes from 3/19/2025
- **FINANCES**
 - ❖ State Library may lose 4.1 million in funding
 - ❖ Statement of Revenue
 - ❖ Statement of Expenditure
 - ❖ Cash Report
 - ❖ Budget planning
 - Hotspots
 - Travel reimbursement increasing
 - Raises
 - ❖ Chair compares the monthly bank statement to reconciliation report
- **NEW BUSINESS**
 - ❖ Board Vacancy
 - ❖ Personnel
 - New job descriptions
 - Director Evaluation
 - ❖ Current building upkeep
- **ONGOING & UNFINISHED BUSINESS**
 - ❖ New building plans, discussion & decisions
 - ❖ Foundation
- **PUBLIC COMMENT**
- **BOARD/DIRECTORS ANNOUNCEMENTS & COMMENTS**
 - ❖ This is Kim's last board meeting. Thank you for time served.
 - ❖ Continuing Education for the Board
 - Tamarack, Friday April 25-Saturday, April 26 – Caitlin & Denise have registered
- **ADJOURNMENT**

¹ 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 or you can email board members directly. A link to Trustee contact information can be found on our website at northvalleylibrary.org/board—information.

MINUTES OF THE NORTH VALLEY PUBLIC LIBRARY BOARD OF TRUSTEES

Wednesday, April 16, 2025, at 3pm

CALL TO ORDER/ROLL CALL Dianne called the meeting to order at 3:02.

Board Present: Caitlin Dunn, Margy Gilbertson, Victoria Howell, Dianne Snedigar, Kim Tiplady

Board Absent: None.

Staff Present: Denise Ard, Library Director.

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

GUESTS No guests.

APPROVAL OF MINUTES Caitlin made a motion to approve the 3/19/2025 minutes and Kim seconded the motion. The motion passed unanimously.

FINANCES

- **State Library may lose 4.1 million in funding**

There is concern that the State Library may lose 4.1 million in federal funds if the Institute of Museums and Libraries is cut. It is unknown currently if that will occur. If so, it affects the local Montana libraries because of cost sharing with the State Library for MontanaLibrary2Go, the running of the catalog, and the State Library consultants that provide information and training to local libraries etc.

- **Financial Reports**

Kim made a motion to approve the financial reports and Caitlin seconded the motion. The motion passed unanimously.

- **Budget Planning**

Hotspots: The State Library will no longer fund hotspots or help manage them in the next fiscal year, July 1, 2025. If the library wants to continue to provide the service NVPL will need to pay for them from the library district's local tax dollars. The monthly service is \$30-\$40 per device. New hotspot devices are \$80-\$90. The library currently has 15 funded through grants to the State. Kim made a motion to fund three hotspots in the next fiscal year; two to circulate and one to keep at the library as backup when fiber internet service goes down. Kim amended the motion to add that the policy will be updated in June to go into effect in July when the library is down to three hotspots, and that Denise will put the cost of five into the budget in case of need and spending in other categories allows. Caitlin seconded the motion. The motion passed unanimously.

Travel reimbursement increasing: Denise informed the board that the Montana legislature increased the travel reimbursement starting July 1, 2025. The board acknowledged the increase, and that line item would be increased in next year's budget.

Raises: The Montana legislature voted on a \$1.00 increase for all State employees (or a 2.5% increase, whichever is greater.) Denise said the 2.5% did not apply to any of the employees including herself. She asked if the board wanted to follow suit with the legislature and offer a \$1.00 increase across the board to all employees. There was some concern that the budget could not handle it. Denise said every year they have seen an increase in tax income. Caitlin made a motion and Kim seconded to approve a \$1.00 an hour increases for all employees in July if the budget would allow and there was no tax decrease. The motion passed unanimously.

- The Chair examined the monthly statement and reconciliation report.

NEW BUSINESS

- **Board Vacancy**

The board is still advertising and searching for a new member.

- **Personnel**

New job descriptions: Kim made a motion to accept the new job descriptions with one change; the remove the hourly schedules. Margy seconded the motion. The motion passed unanimously.

Director Evaluation: Dianne will choose which evaluation form they will use and send to the board. The board will fill out individually and then come together next month to give the director an evaluation.

- **Current building upkeep.**

Denise said that the lights in the Rasmussen keep going out because the ceiling is moving too much. She will ask the electrician for inexpensive options.

Comfort System USA Temp Right submitted a proposal for maintenance of the HVAC units in the library. The board instructed the Director to make it an agenda item for next month so the board can discuss and vote on it.

- **Foundation**

The Foundation received a Rapp grant for new community room chairs.

PUBLIC COMMENT No public joined the meeting so there was no public comment.

BOARD/DIRECTORS ANNOUNCEMENTS & COMMENTS Denise said starting June her schedule will change from Monday-Thursday to Tuesday-Friday, so she was available to sub on the front desk on Fridays for sick and vacation. She said there were already three staff scheduled all day on Mondays and no regularly scheduled programs on Monday. On Friday there are two staff scheduled all day Friday but one has a program. There is another scheduled all day every other Friday. There has not been enough coverage for vacation and sick requests on Fridays.

ADJOURNMENT Margy made a motion to adjourn at 4:35 and Kim seconded.

Minutes by Caitlin Dunn and Denise Ard