

North Valley Public Library (Stevensville, MT)
Board of Trustees Meeting Agenda & Minutes
Wed., Jan. 21, 2026, at 3pm

AGENDA

CALL TO ORDER/ROLL CALL

PUBLIC COMMENT

GUESTS

APPROVAL OF MINUTES

- Board minutes from 11/19/2026

FINANCES

- Chair compares the monthly bank statement to reconciliation report.
- Statement of Revenue
- Statement of Expenditure
- Cash Report

ONGOING & UNFINISHED BUSINESS

Current building upkeep

- HVAC unit that heats Community Room/Makerspace, Children's room & restrooms is not functioning. Comfort Systems diagnosed it as having a faulty control panel and a replacement has been ordered (to be installed early next week).
- Lighting proposal for Rasmussen building

New building plans, discussion & decisions

- Legality of Foundation & storage space.
- Pictures and updated floor plan from architect Tammy Black.
- Draft document from TAB on challenges for constructing at current location.
- Dianne reports on meeting with Horlacher's on 1/9/26.
- Ravalli County's instructions on implementing HB 683 to reveal contractor bidding participated in design or engineering of the project.

Foundation

- Celeste and Carla will speak about hiring a campaign consultant.
- Procedure for addressing the Foundation's concerns.

NEW BUSINESS

- Sharing Draft minutes with guests.
- Security breach.
- Policy Review: Respect for Users, Staff, and Library Property.

BOARD/DIRECTORS ANNOUNCEMENTS & COMMENTS

- Tamarack 2026 will take place April 24 & 25, 2026 – Kate Kowal will attend.

ADJOURNMENT

MINUTES

CALL TO ORDER/ROLL CALL

The meeting was called to order at 2:59

Board Present: Caitlin Dunn, Margy Gilbertson, Dianne Snedigar, Victoria Howell, Kate Kowal arrived at 3:10

Board Absent: None

Staff Present: Denise Ard, Library Director

PUBLIC COMMENT

No public was present so there was no public comment.

GUESTS

Carla Sanders, President of the NVPL Foundation, and Foundation member Celeste Statler

APPROVAL OF MINUTES

Caitlin made a motion to approve the 11/19/2025 minutes and Margy seconded the motion. The motion passed unanimously.

FINANCES

Dianne reviewed and signed off on the reports. Caitlin made a motion to approve the financial reports. Margy seconded the motion. The motion passed unanimously.

ONGOING & UNFINISHED BUSINESS

Current building upkeep:

The HVAC that heats the Community Room, Maker Space, Restrooms, Children's Room is still out. The library is waiting for Comfort Systems to receive a part and schedule the appointment to install. The library has been without heat since January 12.

Lighting proposal: The library received a proposal to replace the strip light fixtures for \$13,700. This was more than the board wanted to pay. The board said to get more bids from other electricians and contractors and limit the scope of the project to something more affordable and not a full replacement.

New building plans, discussion & decisions:

Legality of Foundation & storage space.

Denise will ask attorney/ librarian Kris Goss for an opinion if the library can provide storage space for the Foundation and Friends free of charge.

Pictures and updated floor plan from architect Tammy Black.

The board reviewed the drawings and floor plan. Dianne gathered comments for the Horlacher's to pass on to the architect:

- Teen Wall Color- do we need to know this sooner than later? Options would be something inviting to the age group.
- Stone - to reduce cost we do not need stone at all, feel like the wall space could benefit from other items that could be put in this space.
- Accessories and People- define please

- Site-Small grass area for outdoor children's workshops, low to -0- maintenance area around the building (Natural) benches in front and back, trees and shrubs to accent the building
- Finish Materials- List of recommendations/options.
- Color-Not interested in multi color look, no grays. Earth tones or similar to the neighborhood to blend in.
- Light Fixtures- Led with dimmers to allow control of lighting when too dark or too light outside. Fixtures with replaceable LED bulbs, rather than replacing entire fixture.
- Windows-Interior would like to start above bookshelf height (3-4') to allow for more shelving etc. (Higher and wider windows.)
- Camera's- Children/teens and small private rooms.
- Circulation- Preference would be for a smaller desk (1 employee station) and 1 mobile desk that can move about the library where needed.

Draft document from TAB on challenges for constructing at current location.

The board expressed thankfulness to TAB for their help. The board chose the lighter version and Carla had suggestions on bullet order for a final revision.

Dianne reported on a meeting with Horlacher's on 1/9/26.

Rob Horlacher said it was premature to price the land at Red Willow Drive since the library was not ready to purchase. He said it will be market value at the time of the sale. The land has been approved for septic and has a well. Rob's recommendation is that prior to starting a build, a million dollars should be raised.

Ravalli County's instructions on implementing HB 683 to reveal contractor bidding participated in design or engineering of the project.

The donation of the revised architect plans and building specs needs to be made public prior to bidding and Rob Horlacher is aware. Rob Horlacher is going to talk with Bill Fulbright, Ravalli County Commissioner, about what he can, and cannot do, since his company plans to bid on the project. Rob said he would prefer it if another company bid and got the project but is willing to bid and build it because they value the library and know that a safe, more functional building is needed.

Foundation

Celeste believes the Foundation should hire a campaign consultant to do a feasibility study as soon as possible. The board said it was a Foundation decision. The Foundation said they wanted to make sure it was okay with the board. The board said it sounded good to them, but it was under the purview of the Foundation so the library board did not have to vote on it.

Procedure for addressing the Foundation's concerns. Carla will bring up concerns at the library board meeting.

Carla & Celeste reported on funds raised. \$23,847.39 donations; events \$20,000; grants \$19,414. Total \$63,261.39. Account \$146,630.15.

NEW BUSINESS

Sharing Draft minutes with guests. The Board said to send only the portions they are mentioned in if the Director wants to ensure that she captured what they said correctly.

Security breach. Denise said there was a computer security breach from a hacker out-of-state, and she had to change all her passwords and Jason, IT consultant, is going to set up YubiKey, multi-authentication.

Policy Review: Respect for Users, Staff, and Library Property. The board asked Denise to give them a draft with changes for next meeting rather than two documents.

BOARD/DIRECTORS ANNOUNCEMENTS & COMMENTS

Tamarack 2026 will take place April 24 & 25, 2026 – Kate Kowal will attend with Denise.

A letter was read from the State Librarian thanking the library for going above and beyond the essential library standards. A thank you card from patrons Michael and Stephanie was read.

ADJOURNMENT

Margy made a motion to adjourn 5:29. Kate seconded. The motion passed unanimously.