

## PUBLIC NOTICE

### North Valley Public Library Board of Trustees Meeting

208 Main Street, Stevensville, MT 59870

Wednesday, February 15, 2023 at 3pm

**Meetings are open to the public.**

Community Room

#### **Agenda**

- Call to Order/Roll Call
- Public Comment<sup>1</sup>
- Guests
  - ❖ Mayor Steve Gibson - library's facility needs and potential sites for a new library
  - ❖ Carla Sanders will review Foundation reports
    - Foundation 2022 Yearly Report
    - Foundation Grant Summary 2015-2022
    - Foundation P&L
- Approval of Minutes
  - ❖ 01/18/2023 Regular Meeting
  - ❖ 01/25/2023 Special PAR Data Findings Meeting
- Finances
  - ❖ Statement of Revenue – Budget vs. Actual
  - ❖ Statement of Expenditure – Budget vs. Actual
  - ❖ Cash Report
- Ongoing & Unfinished Business
  - ❖ Trustee Vacancy - Interviews
  - ❖ Building plans, discussion & decisions including PAR & EPA's Brownfields Program.
    - Architect requires final board approval of space needs after 2/15 meeting.
    - Choose meeting dates to finish PAR meetings. Meeting need to be two weeks apart.
    - What the library will have at the completion of the PAR, and exterior styles.
- New Business
  - ❖ Essential Library Standards
    - Emergency Response Plan & Documents
    - Strategic Plan/3-5 Year planning
  - ❖ Program, Presenter Policy requires small wording change
  - ❖ Policy Update: Animals in the Library
  - ❖ Memorandum of Understanding with NVPL Foundation
  - ❖ Programming Report 2022
- Public Comment
- Board/Director Announcements & Comments
  - ❖ Reminder: March 7 at 10am-12pm in the Community Room. Library Board and MMW architects meeting.
- 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).

# MINUTES

## North Valley Public Library Board of Trustees Meeting

Wednesday, February 15, 2023 at 3pm

### CALL TO ORDER/ROLL CALL

Victoria Howell called the meeting to order at 3:00 pm.

#### BOARD MEMBERS PRESENT

Victoria Howell, Chair  
Dianne Snedigar, Vice Chair  
Caitlin Dunn, Secretary  
Kim Tiplady

**BOARD MEMBERS ABSENT** None

**STAFF PRESENT** Denise Ard, Director

**PUBLIC COMMENT** No public comment at this juncture.

**GUESTS** Mayor Gibson was unable to attend the meeting so was not present.

Carla Sanders and Sara Senn from the Foundation were present. Carla gave an overview of the Foundation reports. She said the Foundation received a generous bequest from the estate of Janet Park.

**APPROVAL OF MINUTES** Dianne made a motion to approve both the regular board minutes from 01/18/2023 and the minutes from the 01/25/2023 Special PAR Data Findings Meeting. Kim seconded the motion and the motion passed unanimously.

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

### ONGOING AND UNFINISHED BUSINESS

#### *Trustee Vacancy*

Victoria Howell and Sara Senn submitted letters of interest to fulfill the position vacated by Leon Theroux. Sara Senn withdrew her application since there were two candidates saying she could fill in another time when there was a vacancy.

Kim made a motion to recommend to the Ravalli County Commissioners to appoint Victoria Howell to the unexpired seat left vacant by the resignation of Leon Theroux. Dianne seconded the motion. Caitlin, Kim and Dianne voted yea and Victoria abstained. The motion passed. Denise will contact the County Commissioner's Office and Election Administrator informing them that Victoria Howell is the board's recommendation to fulfill the vacated seat.

#### *Building plans, discussion & decision*

##### **Architect requires final board approval of space needs**

Dianne made a motion to approve 19,000 SF as long as the cost per square foot doesn't increase, and it doesn't increase bathroom and parking requirements. If 19,000 SF increases the cost per square foot and the required bathrooms and parking, then they approve the 18,086 SF. Kim seconded the motion and the motion passed unanimously.

##### **Choose meeting dates to finish PAR meetings. Meetings need to be two weeks apart.**

The board came up with five possible dates for the remaining two meetings: March 22 at 11:30am; March 28 or 29 at 10:00am; April 14 at 10am or April 25 at 10am.

##### **What the library will have at the completion of the PAR, and exterior styles**

The board looked at exterior pictures of one-story libraries and chose two styles they liked that would be sent to the architects to give them an idea of what the board liked. The two libraries were Lyons, Colorado and Lake Geneva, WI.

Kim Tiplady left the meeting at 4:20 but a quorum remained.

## **NEW BUSINESS**

### ***Essential Library Standards***

#### **Emergency Response Plan & Documents**

Dianne made a motion to table reviewing the emergency documents until the March meeting and Caitlin seconded the motion. The motion passed unanimously.

#### **Strategic Plan/3-5 Year planning**

Dianne made a motion to approve the 2023-2025 Strategic Plan as presented and Caitlin seconded. The motion passed unanimously.

## **PUBLIC COMMENT**

Carla Sanders, Foundation President, said the parts that dealt with the Foundation were what they expected and fine.

#### **Program, Presenter Policy requires small wording change**

Dianne made a motion to amend two sentences in the policy so that it could be implemented with *Library Calendar* software functionality. It will now read, “Due to the popularity of some programs, priority in registration is given to library district taxpayers. Priority is given until two weeks before the event date.” Caitlin seconded the motion. The motion passed unanimously.

#### **Policy Update: Animals in the Library**

Caitlin moved to approve the Animals in the Library Policy adding in the sentence, “Examples of unacceptable behavior are barking, growling at other patrons, jumping on other people, or running away from the owner.”

#### **Memorandum of Understanding with NVPL Foundation**

Caitlin made a motion to approve the new Memorandum of Understanding with the Foundation, adding additional language about a building campaign and about storage space. Dianne seconded the motion. The motion passed unanimously.

## **PUBLIC COMMENT**

Carla said since there were changes she would take it back to her board to review before signing.

#### **Programming Report 2022**

The board did not see the report attached with the rest of the board reports and asked Denise to email it.

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

No comments.

## **ADJOURNMENT**

There was a motion to adjourn at 4:48 and the motion passed unanimously.

Minutes by Denise E. Ard and Caitlin Dunn