

**PUBLIC NOTICE**  
**North Valley Public Library Board of Trustees Meeting**

208 Main Street, Stevensville, MT 59870

Wednesday, August 17, 2022 at 3pm

**Meetings are open to the public.**

Community Room in-person AND Zoom online.

***Agenda***

- Call to Order/Roll Call
- Public Comment<sup>1</sup>
- Guests
- Approval of Minutes
  - ❖ 07/20/22 Regular Meeting
- Finances
  - ❖ Statement of Revenue – Budget vs. Actual
  - ❖ Statement of Expenditure – Budget vs. Actual
  - ❖ Cash Report
- New Business
  - ❖ Budget 2022-23
- Ongoing & Unfinished Business
  - ❖ Building plans, discussion & decisions
    - Review & Discuss the email and attachments from Rob Cullin ReThinking Libraries about PAR/Planning Project Community Engagement Planning
      - Closing the library for Staff Engagement Session (90 minutes) if needed
- Public Comment
- Board/Director Announcements & Comments
- Adjournment

**To attend online:**

North Valley Library is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://us06web.zoom.us/j/81720931195>

Meeting ID: 817 2093 1195

One tap mobile

+13462487799, 81720931195# US (Houston)

Dial by your location

+1 253 215 8782 US (Tacoma)

Meeting ID: 817 2093 1195

Find your local number: <https://us06web.zoom.us/u/keJgSvcmoB>

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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

Minutes Board of Trustees Meeting  
Wednesday, August 17, 2022 at 3pm

### CALL TO ORDER/ROLL CALL

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

### BOARD MEMBERS PRESENT

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

### BOARD MEMBERS ABSENT None

**STAFF PRESENT** Denise Ard, Director

**PUBLIC COMMENT** There was no public comment.

**GUESTS** Donna Bainbridge from the North Valley Public Library Foundation attended online.

**APPROVAL OF MINUTES** Dianne Snedigar made a motion to approve the minutes and Leon Theroux seconded. There was no further discussion and the motion passed unanimously.

**FINANCES** Kim Tiplady made a motion to approve the final end-of-the-year financials from 6/22 and also the 7/22 financials as presented. Caitlin seconded the motion. The motion passed unanimously

### NEW BUSINESS

#### Budget

Victoria asked Denise to go through the budget and explain her suggestions. Denise went through the entire budget and said she felt it was realistic but said she did not put in a cushion for health insurance increases in January, and that IT contractor expense was unknown so she budgeted \$8,000. Victoria called for public comment and Donna asked if she budgeted revenue from the Foundation and Denise said she did not since the Foundation said they would pay some of the bills from the architect directly for the PAR and the Foundation had not responded in time for her budget deadline if they wanted to give directly to the library or purchase grant items themselves.

Dianne made a motion to pass the budget for public review with one change, to increase health insurance by \$800 and decrease the amount going into the library depreciation by \$800. Kim seconded the motion. The motion passed unanimously. Denise will make those changes and make the budget available for the public to view, and submit the legal notices to the paper for the public hearing on the budget on Thu., September 1.

Denise explained that she budgeted less for the permissive medical levy because a full-time employee opted out of health insurance. The employee accepted eye, dental and life and unfortunately, the permissive medical levy worksheet from the Department of Administration was not sophisticated enough to calculate when someone was taking part of the insurance and not another so Denise had to put two employees into the worksheet which lessened the allowed levy amount even further. She said she contacted the Department of Administration and was told they could not assist in calculating a mill levy. She also said the new employee's health insurance could not be levied this fiscal year because the employee was not hired until after July 1 so it is not allowed; the library can only levy for those employed on July 1. Therefore, next fiscal year, the library could levy more for the one employee but not the other. Denise said she went the conservative route and undertaxed more than she felt they could have gotten if the worksheet was more sophisticated. Dianne made a motion to pass the permissive medical levy budget for public review. Kim seconded the motion. There was no further discussion and the motion passed unanimously.

## **ONGOING & UNFINISHED BUSINESS**

### **Building plans, discussion & decisions**

- **Review & Discuss email from Rob Cullin ReThinking Libraries about PAR/Planning Project Community Engagement Planning**

Denise said she sent some dates to ReThinking Libraries that would work for a staff input session but has not heard back. She will follow up with Rob Cullin about possible dates. Denise said since she is not supposed to attend the staff session, she thought she could mind the front desk and attend to patrons while the rest of the staff attended but she put the option to close the library on the agenda if necessary, but did not think it would be necessary. Kim moves to give Denise authorization to close the library if required for the staff engagement session and Dianne seconded. The motion carried unanimously.

There was discussion that the public sessions should be in-person with only the facilitator being remote. Donna said she thought that the Foundation would be happy to provide food and would verify this with the rest of her board.

Donna said they need to get businesses involved. Victoria said that they should give personal invites to the community PAR session and that both boards should be tasked with reaching out. Donna suggested that both the Foundation and Board come up with lists. Denise was asked if they could use the library's patron information from the circulation system and Denise said that was not allowed.

Donna said she would look into advertising. Donna also thought the Foundation might do a flyer that they could hand out at the booster club, FloCo stand, sports events, holiday events, school newspaper. Someone asked Denise the library's tagline and she said it was a compass with the tagline "Discover Stars Here." Some ideas were thrown out along these lines such as "Our ship is sinking, help bail us out" and "Our compass is set in a new direction." Donna offered to make a bookmark that the Foundation would print to inform patrons. Denise said that would be appreciated. Donna said she would send it to Denise and the library board for approval.

Leon said when Jacob was involved he would prefer to have him in person.

- **Resale value of current buildings.**

On 7/27 Victoria forwarded an email from Kim Lendman of EXIT realty to the board with a 2022 estimate of the value of the library buildings at 208 Main Street and 202 Main Street. Lendman wrote, "The market is slowly adjusting back to normal after an unprecedented 2 years of inflated prices and record low interest rates. These

figures should give you a 'ballpark' figure based on current market but depending on when you decide to sell/buy the prices may change." The total value of the two buildings together were valued between \$909,000-\$934,000. There was no discussion during the meeting on the estimated value of the buildings.

- **Brownfields program of Montana DEQ for hazardous materials removal.**

Victoria applied for a free evaluation of hazardous materials. They asked for additional information which Denise provided and Victoria submitted so Victoria said she was just waiting to hear about the next step.

#### **PUBLIC COMMENT**

Donna announced that the Foundation has started selling tote bags with the Foundation logo. She said they sold about a dozen tote bags during Creamery picnic. She also announced that the Foundation had 11 teams register for the golf fundraiser. Forthcoming the Foundation had a fall books sale planned.

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

**ADJOURNMENT** Adjourned at 4:37 pm

Minutes by Denise E. Ard and Caitlin Dunn