

AGENDA
PUBLIC NOTICE
North Valley Public Library Board of Trustees Meeting

208 Main Street, Stevensville, MT 59870

Wednesday, June 15, 2022 at 3pm

Meetings are open to the public.

Community Room in-person.

Agenda

- Call to Order/Roll Call
- Public Comment¹
- Guests
- Approval of Minutes
 - ❖ 05/18/22 Regular Meeting
- Finances
 - ❖ Statement of Revenue – Budget vs. Actual
 - ❖ Statement of Expenditure – Budget vs. Actual
 - ❖ Cash Report
- New Business
 - ❖ Hotspots do not allow streaming with filtering enabled.
 - ❖ Personnel and wage increases for next fiscal year
- Ongoing & Unfinished Business
 - ❖ Building plans, discussion & decisions
 - Brownfields program of Montana DEQ for hazardous materials removal.
 - Library consulting, options for PAR in-person or remote.
 - Other
- Public Comment
- Board/Director Announcements & Comments
- 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

North Valley Public Library

Minutes Board of Trustees Meeting

Wednesday, June 15, 2022

CALL TO ORDER/ROLL CALL

Victoria Howell called the meeting to order at 3:04 pm.

BOARD MEMBERS PRESENT

Victoria Howell, Chair

Leon Theroux

Kim Tiplady

Dianne Snedigar

BOARD MEMBERS ABSENT Caitlin Dunn, Vice Chair

STAFF PRESENT Denise Ard, Director

PUBLIC COMMENT

- Carla Sanders, the President of the North Valley Public Library Foundation reported that she and Amy attended the Ravalli County "Spring into Summer" nonprofit fair and it went well. They handed out swag and received many positive comments about the library. She said so many people said how they love the Stevensville library including library programming. It was wonderful. Leon asked what was the generally feeling about the library when they mentioned a new building. She said most people responded that it would be good to have more space.
- She said the Foundation signed the contract for the donor tree and once it is completed and hanging in the library they would like to have an unveiling event, possibly in October in conjunction with the Scarecrow Festival or in December for the Stevensville Country Christmas. Dianne asked where the tree was going and Denise responded that it was going to be on the wall to the right when you walk in the door and visible in the window. Leon responded the wall is difficult to hang items on because it is cement.

GUESTS No guests were present

APPROVAL OF MINUTES

Dianne made a motion to approve the minutes from the May 18, 2022 regular meeting with one correction and Kim seconded. The motion passed unanimously.

FINANCES

Kim made a motion to approve the financial reports and Leon seconded. There were no questions. The motion passed unanimously.

NEW BUSINESS

Hotspots do not allow streaming with filtering enabled

The Director explained they had received a few complaints about the hotspots because the filtering blocked some streaming services such as Disney Plus, Netflix, and Amazon Plus. Denise asked the board if they wanted to remove the filtering. The board talked over the advantages and disadvantages of filtering. Dianne made a motion to disable filtering on all the hotspots except for three and Kim seconded. The motion passed unanimously.

Personnel and wage increases for next fiscal year

Victoria said, "Our biggest problem is staff retention" and the board should do their best to be generous as well as fiscally responsible with wage increases.

The Director presented wage increases for all the staff.

The Director suggested incentivizing subbing, especially on Saturdays, by having an incremental wage increase for the few staff that do not offer to sub. After each subbing they can receive incremental increases until they receive their maximum allowed increase for the year. Due to vacancies the library has problem with coverage. If all employees were willing to sub on occasion it would help. The employees that already offer to sub or modify their schedule would get their full increases in July at the beginning of the fiscal year.

Denise explained that the Assistant to the Director opted out of health insurance, which is a savings to the library, but that she still has to pay her health care premium for her insurance. Denise said she felt that although the increase was larger than normal it was fair because not paying for health insurance lessened the personnel benefit amounts that the library pays.

Leon made a motion to accept the wage increases and incremental wage increases for the few that do not offer to sub. Dianne seconded the motion and the motion passed unanimously.

ONGOING & UNFINISHED BUSINESS

Building plans, discussion & decisions

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

Victoria explained that she phoned the Department of Environmental Quality about the Brownfields Program. They are looking for projects in Ravalli County. The library could have a Hazardous Building Materials Inspection done free of charge from the Environmental Protection Agency. EPA would have their own consultant do the inspection and then they would provide a report as well as an estimate of the cost to remove any hazardous materials.

After the inspection the library could apply for a grant from the DEQ. DEQ is offering grants from the Bipartisan Infrastructure and Jobs Act that will be available this fall.

Victoria said if the board agrees she can put in a request for service and evaluation. She said she would be happy to handle the application for the service request. Dianne made a motion that Victoria put in a service request for a Hazardous Building Materials inspection and report. Kim seconded the motion and the motion passed unanimously. Victoria said she would contact them on Thursday.

- **Library consulting, options for PAR in-person or remote.**

The board received correspondence from MMW architect Jacob Wright by email that offered two options for consulting and getting community engagement. Option 1 was remote and Option 2 included travel expenses. Jacob wrote, "We are concerned about getting good representation during the summer when Montanans are typically trying to make the most of their summers. We can do some of the effort up front and then wait for September when school brings everyone back to conduct the community engagement particularly if you are going with Option 2. However, if you are going with Option 1 which weighs more heavily on the survey we can keep moving and focus a little less on the community engagement."

Jacob continued, "Overall our goal is to get you some really good feedback that can help build upon Denise's effort and set you up for as much community support as possible in heading out for a bond. If there is one avenue vs the other that fits best within Stevi's community that is probably the way to go."

- **Option 1 (No RTL onsite visit)**

- Community Engagement Sessions Virtual Only

- Staff and Board – 2 Total Sessions
- Community and Stakeholders – 3 Total Sessions
- RTL will provide a compilation of notes/comments and a summary and key takeaways from this engagement
- Online Survey Designed, Hosted, and Analyzed by RTL
 - RTL provides customized online survey with multiple tracking URLs / QR codes
 - RTL provides a PDF printable version of the survey that the library can print and distribute as desired
 - The library (often volunteers) will enter in manually any returned written surveys
 - RTL will provide all analysis and survey results in report form
- No added expenses
- **Option 2 (One RTL Onsite Visit)**
- 1.25 Days of onsite engagement.
 - Arrive on day 1 in time to do 1 evening session
 - 4 Sessions on Day 2 (leave on late red-eye flight or early next morning)
- RTL/MMW assists Library with design of a survey that Library hosts and analyzes.
 - RTL will provide a print version of its base survey to Library
 - RTL/MMW will provide guidance and feedback to Library on finalizing their survey design
 - RTL reviews raw and summary results compiled by Library
- Travel expenses will be billed at cost: Expected range of expenses for round trip airfare, rental car, onsite meals, and 1-3 nights lodging depending on final schedule and flight availability (\$1,200 to \$2,200 mostly driven by airline costs and required hotel nights)

The board discussed and decided it was unnecessary to pay the additional travel expense. Kim commented that the Library District was too small to require 4 session. Dianne made a motion to go with Option 1 with no onsite visit and Kim seconded the motion. The motion passed unanimously.

- **Other Building plans, discussions & decisions**

The board discussed another email received from Jacob Wright regarding collaborating with the community center and sharing land. The email from Jacob said he had reviewed the Community Center’s plans and concluded that parcel of land was not large enough. Jacob wrote, “Looking the revised site plan for the community center it looks pretty clear that there is only a small section of land left for the library that wouldn’t be able to accommodate the building or the additional parking. I haven’t heard back from my civil [engineer] yet, but I don’t see any reason to move forward with a shared property.” Denise said that the email had not yet been shared with the Stevensville Community Center and asked whether she should forward it. The board thought it was worded too bluntly and not friendly enough. Victoria offered to write a letter letting the Stevensville Community Center know the conclusions but making it sound friendlier than just forwarding the email. Dianne made a motion that Victoria write the letter and Kim seconded. The motion passed unanimously. Victoria said she will compose a letter and send a draft to the board and director.

Victoria said a realtor, Kim Lendman from Exit Realty Bitterroot Valley, will come by to look at the library building to give an estimate on the resale value. She also spoke to her about the Community Center land.

PUBLIC COMMENT There was no additional public comment.

BOARD/DIRECTOR ANNOUNCEMENTS & COMMENTS There were no announcements and comments

ADJOURNMENT Adjourned at 4:27 pm

Minutes by Denise E. Ard