

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

208 Main Street, Stevensville, MT 59870

Wednesday, October 19, 2022 at 3pm

**Meetings are open to the public.**

Community Room

***Agenda***

- Call to Order/Roll Call
- Public Comment<sup>1</sup>
- Guests
- Approval of Minutes
  - ❖ 09/21/2022 Regular Meeting
- Finances
  - ❖ Statement of Revenue – Budget vs. Actual
  - ❖ Statement of Expenditure – Budget vs. Actual
  - ❖ Cash Report
- New Business
  - ❖ Board election
  - ❖ Policy review and update: Library Card, Circulation & Patron Privacy Policy
  - ❖ Policy review and update: Collection Development Policy
- Ongoing & Unfinished Business
  - ❖ Cleaning contractors
  - ❖ Building plans, discussion & decisions, including updates and decisions regarding the Preliminary Architectural Report
    - Public input sessions – how are the calls going?
- Public Comment
- Board/Director Announcements & Comments
- 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

Minutes Board of Trustees Meeting  
Wednesday, October 19, 2022 at 3pm

### CALL TO ORDER/ROLL CALL

Victoria Howell called the meeting to order at 3:01 pm.

### BOARD MEMBERS PRESENT

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

### BOARD MEMBERS ABSENT

**STAFF PRESENT** Denise Ard, Director

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

**GUESTS** Carla Sanders, President of the North Valley Public Library Foundation. Victoria asked Carla if she had anything to report from the Foundation. Carla said the Foundation made \$1,315 from their book sale and they spoke with many about the survey regarding a new building. She said they will make Christmas trees out of books for December. She also said the Foundation will be dropping off water, cookies and pizza for the two public input sessions on Wed., Oct 26. She said they know they need to get the Memorandum of Understanding back to the Library board but have not had time so plan to have it on the November agenda.

**APPROVAL OF MINUTES** Leon Theroux made a motion to approve the board minutes from the 09/21/2022 and Kim Tiplady seconded the motion. There was no further discussion and the motion passed unanimously.

**FINANCES** Kim made a motion to approve the financial reports for September. Dianne seconded the motion. The motion passed unanimously.

### NEW BUSINESS

#### Board Election

Kim nominated Victoria as Chair, Dianne as Vice Chair and Caitlin as secretary. Leon seconded the motion. The motion passed unanimously.

#### **Policy review and update: *Library Card, Circulation & Patron Privacy Policy***

Victoria asked Denise to explain all the suggested changes.

The policy clarified who could get a library card outside of the District, clarified what equipment temp cards can check out. In the section about "obtaining cards for children and young adults" it was decided to insert a footnote after "parent or legal guardian" saying, "With the exception of emancipated minors."

Verification of library card was expanded to include phone number, email, and current address.

Interlibrary outside of the Partners is extended to North Valley Card holders that live in Florence and Victor with higher charges. \$5.00 for DVD, CD and light items \$10 for books and heavier items.

Added to the policy is that rare and expensive ILL items may only be available for in-library use only, at the discretion of the North Valley Public Library Director or the lending library.

Caitlin made a motion to approve the *Library Card, Circulation, & Patron Privacy Policy* with the changes. Kim seconded the motion. The motion passed unanimously.

Leon wants an explanation at the beginning of the policies explaining different colors.

Dianne had to leave the meeting.

#### **Policy review and update: *Collection Development Policy***

The board reviewed the *Collection Development Policy*. Kim said she liked all the changes. Kim made a motion to accept the policy as presented. Caitlin seconded the motion. The motion passed unanimously.

#### **ONGOING & UNFINISHED BUSINESS**

##### **Cleaning Contractors**

Issues were discussed. Kim moved to approve the letter being sent to terminate the contract with A&D. The motion was seconded by Leon. The motion passed unanimously.

Leon moved to allow an additional payment of \$15 a month more for cleaning contractors that purchased more supplies than the current cleaners. Kim seconded the change and the motion passed unanimously.

#### **Building plans, discussion & decisions, including updates and decisions regarding the Preliminary Architectural Report**

- **Public input sessions on new building**

Victoria said she needed a little more time to contact people. Carla asked Denise to email the numbers to the Foundation for them to purchase food and water.

The Brownfields Program to remove hazardous substance is moving forward but there was no updated news from the Montana DEQ.

#### **PUBLIC COMMENT**

There was no public present to make public comment.

**BOARD/DIRECTOR ANNOUNCEMENTS & COMMENTS** Leon will attend the online Tamarack meeting with Denise in her office.

**ADJOURNMENT** Adjourned at 4:35 pm

Minutes by Denise E. Ard and Caitlin Dunn