

PUBLIC NOTICE
North Valley Public Library Board of Trustees Meeting

208 Main Street, Stevensville, MT 59870

Wednesday, February 19, 2025, at 3pm

Meetings are open to the public.

Agenda

- **CALL TO ORDER/ROLL CALL**
- **PUBLIC COMMENT¹**
- **GUESTS** Foundation member Donna Bainbridge presents Foundation annual report by phone.
- **APPROVAL OF MINUTES**
 - ❖ Board minutes from 1/15/2025.
- **FINANCES**
 - ❖ Chair compares the monthly bank statement to reconciliation report.
 - ❖ Statement of Revenue
 - ❖ Statement of Expenditure
 - ❖ Cash Report
- **NEW BUSINESS**
 - ❖ Policy update: Emergency Closures Policy
- **ONGOING & UNFINISHED BUSINESS**
 - ❖ Public Library Standards Roadmap.
 - ❖ New building plans, discussion & decisions
 - ❖ Foundation
- **PUBLIC COMMENT**
- **BOARD/DIRECTORS ANNOUNCEMENTS & COMMENTS**
 - ❖ Continuing Education for the Board
 - March training with Cara Orban from State Library: Ensuring ethical and legal communications & actions, with special emphasis on what is, and is not, allowed when fundraising, going for bids, & ballot measures.
 - Tamarack, Friday April 25-Saturday, April 26
- **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 OF THE NORTH VALLEY PUBLIC LIBRARY BOARD OF TRUSTEES
Wednesday, February 19, 2025, at 3pm

CALL TO ORDER/ROLL CALL Dianne called the meeting to order at 3:01.

Board Present: Dianne Snedigar, Margy Gilbertson, Victoria Howell, Caitlin Dunn, Kim Tiplady.

Board Absent: None.

Staff Present: Denise Ard, Library Director.

PUBLIC COMMENT No public was present therefore there was no public comment.

GUESTS Donna Bainbridge from the North Valley Public Library Foundation. Donna presented the Foundation annual report by phone. She said she had the report written and could send it by email to Denise. *Please see Appendix I.*

APPROVAL OF MINUTES Caitlin made a motion to approve the 1/15/25 minutes. Kim seconded the motion. The motion passed unanimously.

FINANCES

Reconciliation Report. The Chair compared the monthly bank statement to the accounting reconciliation report and signed it.

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

NEW BUSINESS

Policy Update. Kim made a motion to update the Emergency Closure Policy with changes and Margy seconded. The motion passed unanimously.

ONGOING & UNFINISHED BUSINESS

Public Library Standards Roadmap. The board said they reviewed the Standards Roadmap, and they said there were good goals to strive towards as the library was able. The board read the appreciation letter from the State Librarian congratulating the library on meeting the essential Public Standards as well as two elective roadmap standards by having scheduled paid staff during all working hours and having staff development goals. The board said the letter should be shared with the public and put the letter in the April newsletter.

New building plans, discussion & decisions. The board is awaiting updated architect ideas.

Foundation. Waiting for the updated Memorandum of Understanding to be reviewed by the Foundation.

PUBLIC COMMENT No public was present therefore there was no public comment.

BOARD/DIRECTOR ANNOUNCEMENTS & COMMENTS

Reminder that Cara from State Library will give training next meeting and Tamarack is in April.

ADJOURNMENT

Kim made a motion to adjourn at 4:23 and Caitlin seconded.

Minutes by Caitlin Dunn and Denise Ard

NVPL FOUNDATION REPORT – FEBRUARY 2025

1. **BANK BALANCE** - as of our last meeting on Feb. 5 was **\$127,591**

2. **2024 FUNDRAISING EVENTS**

Spring Soiree: \$3,500

Birdies for Books: \$5,000

Big Book Sale: \$2,700

Bookorations: \$800

Several Brews for Books Pint Nights, which raised about \$400 total.

TOTAL \$12,400 approximate

To promote visibility for the library, the Friends of the Library organized a float in the Creamery Picnic Parade in August (won 2nd place!)

3. **GRANTS IN 2024**

Rapp Grant	\$3,772.00	New printers (3) and electric standing desk
Town Pump Foundation	\$1,000.00	Keep Kids Reading – summer teen, youth and children’s reading program
Rapp Grant	\$4,236.00	Five (5) new patron computers
REC Power of Change Grant	\$5,083.00	Six (6) new patron computers
Leffingwell Grant	\$1,036.00	Rug and toys for Children’s Room, Task Lighting, Button Maker, 3 STEAM Penworthy kits.
RAPP Grant	\$2,748.00	Children’s toys, Display Cases, Folding Display Easels (2 sizes) and Solar Shades
	\$17,875.00	

4. Several **LARGE** donations: \$2,500, \$4,300, 1,035 – two will be on Donor Tree

5. **UPCOMING:**

--- Spring Soiree

May 3, 5:30-7:30

At St. Mary Parish Family Center, a larger venue this year.

Tickets again will be \$25

Will go on sale beginning **March 3** at the library.

Authors have not been finalized.

--- Birdies for Books Golf Tourney

Sat, Aug. 16 at Whitetail Golf Course

--- BIG Book Sale

Oct. 5-6, again in conjunction with the Scarecrow Festival

--- Bookorations

Dec. 5, part of the **First Friday Country Christmas**.

--- Brews for Books pint nights are currently being scheduled for spring and summer.

6. We are discussing **investing** some of our money in CD or Investment Money Market Fund for the short term.

7. We've created a **Board Campaign Committee** that will eventually reach out to others in the community for a larger Campaign Committee. Our small committee is gathering information and processes and developing questions to ask when they call the various possible campaign consultants. They will call and report back to Board next month.