North Valley Public Library Board of Trustees
Public Hearing and Meeting
at 208 Main Street, Stevensville, MT 59870 on Wed., Oct. 21, 2026 at 3pm

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AGENDA FOR REGULAR BOARD OF TRUSTEES MEETING

CALL TO ORDER/ROLL CALL

PUBLIC COMMENT on any agenda item, or a non-agenda item of public interest about the library.

GUESTS

APPROVAL OF MINUTES

- Board minutes from September.

FINANCES

- Claims Details by Posted Date.
- Statement of Revenue.
- Statement of Expenditure.
- Cash Report.
- Chair compares the monthly bank statement to reconciliation report.
- Kate will report what she found out from police contact about how they might assist with patrons that have large bills for unreturned materials.

NEW BUSINESS

- Accounting proposal.
- Policy update: Cash Handling, Check, Credit Card & Reimbursement Policy.
- Damage to Community Tables.
- Front entry threshold improvement.

ONGOING & UNFINISHED BUSINESS

- New building plans, discussion & decisions.
- Board discussion of letter of complaint read into public comment from last month. Board will discuss a response.
- Policy: Adding a Damaged Materials Policy -or- updating the Library Card, Circulation, & Patron Privacy Policy with damaged materials section.

BOARD/DIRECTORS ANNOUNCEMENTS & COMMENTS

- Next Tamarack Federation retreat is April 23-24, 2027, in Polson. Red Lion lodging.

ADJOURNMENT

OCT 21, 2026, MINUTES OF THE NORTH VALLEY PUBLIC LIBRARY BOARD OF TRUSTEES

CALL TO ORDER/ROLL CALL

Dianne called the meeting to order at 3:02
Board Present: Dianne Snedigar, Chair; Victoria Howell, Vice Chair; Caitlin Dunn, Secretary; Margy Gilbertson; and Kate Kowal.
Board Absent: None.
Staff Present: Denise Ard, Library Director.

PUBLIC COMMENT

No public was present or submitted written public comment.

GUESTS

No guests.

APPROVAL OF MINUTES

Caitlin made a motion to approve the minutes and Margy seconded the motion. The motion passed unanimously.

FINANCES

The board reviewed the September claims, revenue, expenditure, and cash report. Caitlin made a motion to approve the finance reports and Victoria seconded the motion. The motion was approved unanimously.

Dianne reviewed the September bank statements and compared them to the September reconciliation report, making sure they matched. She then initialed and dated them.

Kate reported what a police officer said about police assisting in retrieving unreturned library materials or retrieving the cost of the unreturned material. For the police to assist, each case would be a civil case and must be filed with court. The board decided not to pursue this further.

NEW BUSINESS

Accounting proposal.
Margy made a motion to approve the engagement of Susan M. Nicosia, CPA, to perform the following accounting services:

- Accounting Recording – clean up the Library's Black Mountain Accounting System in compliance with the MT Budgetary and Reporting System (BARS) and generally accepted accounting principles for the Library.
- Accounting Reporting – prepare annual closing entries and assist Library Director with the preparation of the fiscal year ending June 30, 2026, annual financial report.

Kate seconded the motion. The motion passed unanimously. Dianne signed the letter of agreement with Susan M. Nicosia, CPA.

Policy update: *Cash Handling, Check, Credit Card & Reimbursement Policy.*
Caitlin made a motion to approve the updated *Cash Handling, Check, Credit Card & Reimbursement Policy* which detailed more oversight of finances by the library board. Victoria seconded the motion. The motion passed unanimously.

Damage to Community Tables.
The community room tables are damaged, the tops are scratched, one has a large rip on the top. The library staff bought black covers and the library board thought they looked smart and asked the cost. Denise said she could find out the cost for the next meeting. The board said the staff should be checking the room after each use and checking for damage. The board said they would consider requiring a deposit for damage. Denise said she could put the *Community Room & Maker Space Policy, Request/Agreement, and Closing Instructions* on the November agenda. Denise said it was possible the damage was done by the Foundation/Friends and said Foundation bought the tables. Donna from the Foundation is going to put in another grant for tables and then the ones currently in the community room can be moved into the current Makerspace. Then the current Makerspace tables can be discarded because they are too hard for staff to move.

Front entry threshold improvement.
No bids to consider currently. Lisa DeMoss is trying to get estimates.

ONGOING & UNFINISHED BUSINESS

New building plans, discussion & decisions.
Kevin Wallace from Campaign Counsel finished many in-person interviews and was pleased with what he heard, but two people on his list moved from the area. Kevin is coming back to Montana in November to interview more community members.

Board discussion of letter of complaint read into public comment from September. Board will discuss a response.
The board discussed further the letter of complaint by David Cluff. Victoria said she knows David Cluff and his wife, and they are upstanding members of the community. Victoria said David Cluff was a school superintendent. David Cluff and Denise were not present when the exchange happened between staff and his wife regarding a damaged book on August 31. Denise understands the patron is distressed and is sorry about that but pointed out that the three staff involved were also distressed. They were yelled at and embarrassed, and also found the exchange difficult and stressful, and they felt abused.
The board decided to talk to a patron bystander/witness. Dianne told Denise to contact the witness and pass on Dianne's contact information. After Dianne speaks with the witness, Dianne and Victoria will discuss the bystander's testimony and draft a letter of response.
The board told Denise to have a conversation with the staff about speaking to patrons compassionately. Denise said she would make it so and have a staff meeting.

Policy: Adding a Damaged Materials Policy -or- updating the *Library Card, Circulation, & Patron Privacy Policy* with damaged materials section.
Kate made a motion to add the draft damaged materials policy to the *Library Card, Circulation, & Patron Privacy Policy* (rather than having another policy) with the amended changes, which included that damage will be noted in the patron's record even when the item stays in the collection to circulate

further and “no item will be kept beyond 3 months from the date of damage.” Margy seconded the motion. The motion passed unanimously.

BOARD/DIRECTOR ANNOUNCEMENTS & COMMENTS

Dianne attended the online Tamarack Federation meeting in October.
Kate will attend the Tamarack Federation retreat in Polson in April 2027.

ADJOURMENT

Margy made a motion to adjourn and Kate seconded the motion. The meeting adjourned at 4:27.