

North Valley Public Library Board of Trustees Meeting
at 208 Main Street, Stevensville, MT 59870
on Wed., March 18,2026 at 3pm

AGENDA

CALL TO ORDER/ROLL CALL

PUBLIC COMMENT

GUESTS

- North Valley Public Library Foundation news, feedback, and comments.

ONGOING & UNFINISHED BUSINESS

- New building plans, discussion & decisions.
- Current building upkeep
- Policy Review: *Public Participation Policy at Board Meetings & Electronic Communication among Trustees.*

APPROVAL OF MINUTES

- Board minutes from 2/18/2026.

FINANCES

- Statement of Revenue
- Statement of Expenditure
- Cash Report
- Chair compares the monthly bank statement to reconciliation report.

NEW BUSINESS

- Stats 2014-2025 & Census information
- Training: *Conducting an Executive Session in a Public Meeting.*
- Reminder: As per Administrative Rules of Montana (ARM) 10.102.1158 (4) The board receives at least three hours of continuing education each fiscal year. The board has taken 2 hours this year so far. The board finished *Meeting Rooms & the Library as a Public Forum* in August, and *Children/Minors in the Library* training in November.

BOARD/DIRECTORS ANNOUNCEMENTS & COMMENTS

- Tamarack 2026 April 24 & 25, 2026 – Kate Kowal and Denise attending.
- Denise visiting Dad in Illinois May 23-30.
- Cara Orban from the State Library will come to the July 15 board meeting and give in-person training. What would the board like to learn?

ADJOURNMENT

MINUTES March 18, 2026

CALL TO ORDER/ROLL CALL

The meeting was called to order at 2:59pm

Board Present: Caitlin Dunn, Margy Gilbertson, Dianne Snedigar, Victoria Howell, Kate Kowal

Board Absent: None

Staff Present: Denise Ard, Library Director

PUBLIC COMMENT

No public was present so there was no public comment.

GUESTS

Carla Sanders, President of the NVPL Foundation, said the Foundation has been actively advocating for the library through livestream interviews (Around the Root) and upcoming radio bit on KPAX.

She reported they are getting yearly liability insurance for all their events as they think that is more cost effective than insurance per event.

Donna submitted an ALA Friends grant for \$1,000 for sensory friendly items to go into the children's room and they are waiting to hear if that was received. Donna worked with Denise, the staff, and Julie from the Foundation who has some expertise on the subject to identify furniture and toys that are sensory friendly. Carla reported that Donna submitted a Rapp grant for items to be added to the Library of Things, non-traditional circulating items such as a karaoke machine, and a mallet etc. Items people may want on occasion but do not want to purchase. Spring fundraiser, Black, White, & Read All Over has \$7,000 in sponsors. Live music at the event is going to be the *Flaming Suzettes*. They have gathered various unique items for their live and silent auction. Golf tournament is scheduled for August 22.

ONGOING & UNFINISHED BUSINESS

New building plans, discussion & decisions.

Carla and Dianne's meeting with developer Rob Horlacher needed to be postponed until April. They hope to have more information on updated architect drawings and building documents at the next meeting.

Current building upkeep.

Lights are being installed in Rasmussen as the meeting is happening!

Policy Review: Public Participation

Caitlin made a motion to accept and update policy with minor changes in wording. There were no substantive changes. Kate seconded the motion. The motion passed unanimously.

Policy Review: Electronic Communication among Trustees

Caitlin made a motion to accept the policy. Margy seconded. The motion passed unanimously. No changes to the policy were made except to update the review date. The board mentioned it is good to review these policies to make sure everyone is communicating within the Open Meeting law.

APPROVAL OF MINUTES

Margy made a motion to approve the 2/28/2026 minutes with one correction. The motion was seconded by Caitlin. The motion passed unanimously.

FINANCES

Financial Reports

Caitlin made a motion to approve the financial reports. Kate seconded the motion. The motion passed unanimously.

Chair compares monthly bank statement to reconciliation report.

Dianne reviewed and signed off on the reconciliation report.

NEW BUSINESS

Statistics

The board reviewed the 2014-2025 library statistics & census information.

Training

The board watched *Conducting an Executive Session in a Public Meeting* presented by attorney and librarian Kris Goss. Margy had to leave at 4:39. Dianne said it was important information to know. The board discussed the training and aspects that may be applied to policy. Denise will add his recommendations regarding Executive Session to the board's bylaws and the board will review the draft changes at the April meeting.

BOARD/DIRECTORS ANNOUNCEMENTS & COMMENTS

- Tamarack 2026 is April 24 & 25, 2026 – Kate Kowal will attend with Denise. They will coordinate carpooling closer to the date.
- Denise is going to visit her Dad May 23-30.
- Cara Orban from the State Library is coming in July 15 to present training. The board did not have anything in mind for training and told Denise to ask Cara for a few options, or to build upon their previous training with her about procedures and legal steps for a new building.

ADJOURNMENT

Caitlin made a motion to adjourn at 5:13. Kate seconded. The motion passed unanimously.

Minutes written by Caitlin Dunn and Denise Ard