

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

208 Main Street, Stevensville, MT 59870

Wednesday, September 20, 2023 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**
- **APPROVAL OF FINANCES**
  - ❖ Statement of Revenue – Budget vs. Actual
  - ❖ Statement of Expenditure – Budget vs. Actual
  - ❖ Cash Report
- **NEW BUSINESS**
  - ❖ Policy review: Disposal and Sale of Surplus Library Equipment and Furniture
  - ❖ Policy review: Capitalization Policy for Fixed Assets
  - ❖ Disposal of old staff PCs and monitors
  - ❖ Staff Discipline
  - ❖ Policy review: Library Card, Circulation & Patron Privacy Policy
- **ONGOING & UNFINISHED BUSINESS**
  - ❖ Building plans, discussion & decisions
- **PUBLIC COMMENT**
- **BOARD/DIRECTORS ANNOUNCEMENTS & COMMENTS**
  - ❖ **Next Tamarack meetings:** Fall Online Meeting Oct 19, 2023 at 6pm  
Spring Retreat & Meeting 2024 will be the last week of April in Polson.
- **ADJOURNMENT**

---

<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 Board of Trustees Meeting

Wednesday, September 20, 2023 at 3pm

**CALL TO ORDER/ROLL CALL** Dianne called the meeting to order at 3:02

### **BOARD MEMBERS PRESENT**

Dianne Snedigar, Chair

Victoria Howell, Vice Chair

Caitlin Dunn, Secretary

Margy Gilbertson

Kim Tiplady

**GUESTS PRESENT** Carla Sanders, Foundation

**STAFF PRESENT** Denise Ard, Director

**PUBLIC COMMENT** No public to provide public comment.

**APPROVAL OF MINUTES** Caitlin made a motion to approve the August minutes and Kim seconded. The motion passed unanimously.

Margy made a motion to accept the public hearing minutes form 9/6/2023 and Victoria seconded the motion. The motion passed unanimously.

**FINANCES** Caitlin made a motion to approve the August financial reports and Kim seconded. The motion passed unanimously.

### **NEW BUSINESS**

#### **Policy review: Disposal and Sale of Surplus Library Equipment and Furniture**

Caitlin made a motion to update the policy with the following changes:

The section on computer equipment will read, "Computer equipment: The director will dispose of network and computer equipment by the most cost-effective and expedited method possible." The section on equipment and furniture valued at more than \$2,500 will end with the two sentences... "The disposal of such items will be placed on the agenda for the next regularly scheduled board meeting. The Trustees will decide on the most reasonable and advantageous method of disposal." The section on equipment and furniture valued less than \$2,500 will read, "Equipment and furniture valued less than \$2,500 but still having some value or interest to the community may be sold at either public or private sale, as the director determines to be in the best interests of the library." Kim seconded the motion. The motion passed unanimously.

**Policy review: Capitalization Policy for Fixed Assets** The board read and reviewed the policy. Margy made a motion to reapprove the policy as it is with no changes except to add the last review date. Kim seconded the motion. The motion passed unanimously.

**Disposal of old staff PCs and monitors** As per the policy that was just passed, the board agreed to allow Denise to dispose of the old staff PCs & monitors by the most cost effective and expedited method possible. Denise said the IT consultant offered his services for free to wipe the machines, and drop off at recycling in Missoula for free if he was allowed to take some of the old machines and Frankenstein them for his own use. Denise said she was going to give him to go ahead.

**Staff Discipline** Caitlin made a motion to move this agenda item to the end of the meeting and Kim seconded. The motion passed unanimously.

**Policy review: Library Card, Circulation & Patron Privacy Policy** Caitlin made a motion to update the Library Card, Circulation & Patron Privacy Policy to include the following rules for hotspots:

- 14-day checkout.
- One hotspot per household/residence/address.
- Minimum of two (2) calendar days (gap days) between checkouts for household.
- Overdue hotspots are fined at \$10.00 a day.
- Patron account must be in good standing with a \$0 balance. (No fines or blocked accounts.)

Kim seconded the motion. The motion passed unanimously. Considering implementation time, it will go into effect October 1.

## **ONGOING & UNFINISHED BUSINESS**

### **Building plans, discussions & decisions**

It was decided that the County Commissioners should be invited to the Open House.

**PUBLIC COMMENT** Carla said the Foundation will supply food for the Open House. She reported that they netted around \$3,000 for the golf tournament. She said they will have the book sale during Scarecrow Festival.

### **Staff Discipline**

The board was informed of the disciplinary action and given letters to read about the situation.

## **BOARD/DIRECTORS ANNOUNCEMENTS & COMMENTS**

### **ADJOURNMENT**

Kim moved to adjourn, and Margy seconded at 5:20.