

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

208 Main Street, Stevensville, MT 59870

Wednesday, February 21, 2024, at 3pm

**Meetings are open to the public.**

Community Room

***Agenda***

- **CALL TO ORDER/ROLL CALL**
- **PUBLIC COMMENT<sup>1</sup>**
- **GUESTS** Carla, Foundation President will present a Foundation annual report.
- **APPROVAL OF MINUTES**
- **FINANCES**
  - ❖ Statement of Revenue – Budget vs. Actual
  - ❖ Statement of Expenditure – Budget vs. Actual
  - ❖ Cash Report
- **NEW BUSINESS**
  - ❖ Strategic Planning: Personnel and other ideas.
  - ❖ Job description update: Assistant to the Director
  - ❖ Montana Library Association Conference 17-20 in Butte. The Director thinks she should attend. April 17 board meeting would need to be cancelled or rescheduled.
- **ONGOING & UNFINISHED BUSINESS**
  - ❖ Building plans, discussion & decisions
    - Rasmussen floor
    - Discussion of survey results
    - Next steps
    - Foundation requests more direction
    - Staff talking points.
- **PUBLIC COMMENT**
- **BOARD/DIRECTORS 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 is found on our website at [northvalleylibrary.org/board—information](http://northvalleylibrary.org/board—information).

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#### *Agenda*

- **CALL TO ORDER/ROLL CALL**

Dianne called the meeting to order at 3:03.

Board members present included Dianne Snedigar, Victoria Howell, Margy Gilbertson, Caitlin Dunn. Staff members present include Director Denise Ard. Board member Kim Tiplady arrived at 3:12.

- **PUBLIC COMMENT**<sup>2</sup> No public was present to give comment.

- **GUESTS** was moved later in the agenda to await Carla.

- **APPROVAL OF MINUTES** Caitlin made a motion to approve the minutes and Margy seconded the motion. The motion was passed unanimously.

- **FINANCES** Margy made a motion to approve the minutes and Caitlin seconded the motion. The motion was passed unanimously.

- **GUESTS** Carla gave a report on Foundation finances and spoke about an upcoming May 4 Friends of the Library author fundraiser at the newly renovated old mill. Carla said the Foundation would continue educating and fundraising.

- **NEW BUSINESS**

**Strategic Planning: Personnel and other ideas.** Denise presented some ideas for the next strategic plan in her written Director's report, including hiring a full-time children's programmer to increase children's programming, streamlining staff job descriptions and schedules, organizational plans for smooth transition after retirement etc. The board said they needed time to carefully review what Denise wrote and come up with their own ideas. The board tabled the discussion until the next month.

**Job description update: Assistant to the Director** The board decided not to vote on this since job descriptions may be streamlined.

**Montana Library Association Conference** Denise will go to the Montana Library Conference and attend the Montana Shared Catalog meeting in Butte on April 17-20. The board will meet April 10 at 3pm instead of April 17. Dianne will be out of town on the third Wednesday in May. The May meeting was rescheduled to May 22.

- **ONGOING & UNFINISHED BUSINESS**

**Building plans, discussion & decisions.** Dianne said the land south of the park is a little over 1.5 acres. Dianne and Victoria will meet with the mayor soon.

**Rasmussen floor** Caitlin moved to accept the bid for Loren's Carpet One to make minor adjustments to the floor in the Rasmussen to make it more accessible and safer until the library can have a new building. These are only band-aid solutions to carry the library through until a more permanent solution is available. Kim seconded the motion. The motion passed unanimously.

**Discussion of survey results** There was brief discussion of the written survey result. Dianne said that the results were expected and not necessarily representative of the community as a whole.

#### **Next steps**

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**Foundation requests more direction** Some members of the Foundation and Friends requested more concrete direction and a numbered game plan. Carla was satisfied with “continuing education” and “fundraising” but others on the Foundation wanted more information. Denise and Dianne will discuss.

**Staff talking points** The staff need talking points on what to say to patrons at the front desk when they ask “What is happening with the new building?” Denise and Dianne will discuss.

- **PUBLIC COMMENT** No public was present to give comment.
- **BOARD/DIRECTORS ANNOUNCEMENTS & COMMENTS** Denise said that the staff appreciated the updated circulation policy regarding the hotspots because it made them easier to manage.
- **ADJOURNMENT** Caitlin moved to adjourn the meeting at 5:13 and Kim seconded the motion. The motion passed unanimously.