

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

208 Main Street, Stevensville, MT 59870

Wednesday, March 20, 2024, at 3pm

**Meetings are open to the public.**

Community Room

***Agenda***

- **CALL TO ORDER/ROLL CALL**
- **PUBLIC COMMENT<sup>1</sup>**
- **GUESTS** Cara Orban, State Library consultant, joining by Zoom to answer questions on bidding/procurement process.
- **ONGOING & UNFINISHED BUSINESS**
  - ❖ Building plans, discussion & decisions
    - Bid/procurement process.
  - ❖ Location considered in land decisions:
    - 116 Red Willow Dr.
    - Town of Stevensville Lewis & Clark Park 306 W 2<sup>nd</sup> St.
    - “School site” 616 Park Ave.
    - Shall the library board bring to the county commissioners a request to initiate a land lease process.
  - ❖ Strategic Plan
- **APPROVAL OF MINUTES**
- **FINANCES**
  - ❖ Statement of Revenue – Budget vs. Actual
  - ❖ Statement of Expenditure – Budget vs. Actual
  - ❖ Cash Report
- **NEW BUSINESS**
  - ❖ Policy Review: Community Room & Makerspace Use Policy
  - ❖ Policy Review: Respect for Users, Staff, & Library Property
  - ❖ Policy Review: Library Program, Presenter Policy & Contract
- **PUBLIC COMMENT**
- **BOARD/DIRECTORS ANNOUNCEMENTS & COMMENTS**
  - ❖ **Upcoming:**
    - April Board meeting: April 10
    - Montana Library Conference April17-20, Butte
    - Tamarack April 26-27, Polson
    - May Board meeting: May 22
- **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 can be found on our website at [northvalleylibrary.org/board—information](http://northvalleylibrary.org/board—information).

**MINUTES OF THE NORTH VALLEY PUBLIC LIBRARY BOARD OF TRUSTEES**  
**Wednesday, March 20, 2024**

**CALL TO ORDER/ROLL CALL**

The meeting was called to order at 3:05

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

Board Absent: None

Staff Present: Denise Ard, Library Director

**GUESTS** Cara Orban, State Library consultant, joining by Zoom.

**PUBLIC COMMENT** Jean Bulter from BVBC spoke about their new board of trustees and a 1.5 mill levy with a four-year span that is upcoming on the ballot.

**ONGOING & UNFINISHED BUSINESS**

***Building plans, discussion & decisions***

***Bid/procurement process.***

Cara Orban said the State Libraries opinion is that Ravalli County would determine the library's land purchase or lease, and that the library needs to follow Ravalli County's procurement processes. Dianne said she had made a call to Ravalli County but had not heard back from them yet. She thought it would be good if a Ravalli County commissioner could attend the library's board meeting.

***Location considered in land decisions:***

- ***116 Red Willow Dr.***
- ***Town of Stevensville Lewis & Clark Park 306 W 2nd St.***
- ***"School site" 616 Park Ave.***
- ***Shall the library board bring to the county commissioners a request to initiate a land lease process.***

Caitlin made a motion that the Library Board proceed to explore the 116 Red Willow Drive location and find out more information on the process from the County, connecting with the County attorney. Kim seconded the motion. Victoria voiced a reservation with the distance from town center. Dianne said it was still on Main Street .3 miles from the end of the sidewalk and sidewalks and bike paths and additional access were all possible. Dianne said she thought the Town voiced their strong opposition to the park and she thought 11 Red Willow Dr was a more viable option. Victoria said she was still willing to set up a meeting with the mayor and Stacey. Kim said it would be a good idea to have meetings with the Town and the School. Dianne said she would be willing to attend those meetings if Victoria set them up. There being no further discussion a vote was called and the motion to explore the 11 Red Willow Drive location passed unanimously.

***Strategic Plan***

Caitlin moved to table the strategic plan discussion until next month. Kim seconded the motion. The motion passed unanimously.

**APPROVAL OF MINUTES and FINANCES was moved to later in the agenda, following NEW BUSINESS**

**NEW BUSINESS**

***Policy Review: Community Room & Makerspace Use Policy***

Victoria made a motion to approve the policy without any changes. Margy seconded the motion. The board said there was no need to change the policy but instead to place a sign on the front door of the Community Room stating the library does not limit use of the room based on s subject matter, content, beliefs, or affiliations of sponsors. The motion passed unanimously.

***Policy Review: Respect for Users, Staff, & Library Property*** The policy was updated to include the following:

"Aggressive behavior will not be tolerated. Examples of aggressive behavior include abusive or foul language. Racial/ethnic

slurs are prohibited.”

“Solicitation, campaigning, lobbying, proselytizing, nonlibrary related selling, and loitering on Library property is prohibited.”

Kim made a motion to approve the policy with changes and Victoria seconded. The motion passed unanimously.

**Policy Review: Library Program, Presenter Policy & Contract** Victoria made a motion to approve the policy with changes and Margy seconded. “Because of possible controversy” was removed. Added to the policy was:

“As a public entity, the library strives to remain neutral on politics and religion. Library staff must refrain from political and religious speech while on public time. Speech includes wearing clothing that would advocate for a particular view.”

“Prohibited Programs

Programs that are non-compliant with federal, state, and local laws are prohibited. Programs used to promote private, commercial businesses; for religious solicitation; to promote partisan candidates or parties; or to promote political initiatives are not permitted. Vending or selling goods or services by third parties during programs is prohibited except when preauthorized by the Library Director

And added to the Volunteer Program and Presenter Agreement page, “Solicitation, fundraising, campaigning, lobbying, proselytizing, and selling (other than above) are prohibited.”

The motion passed unanimously.

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

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

**PUBLIC COMMENT** There was no additional public comment.

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

April Board meeting was moved up to April 10

Denise attending the Montana Library Conference April17-20, Butte

Tamarack is April 26-27, Polson. Margy and Dianne are attending.

May Board meeting was moved to May 22

Dianne brought in a quilt donated by Linda Powell and quilted by Barbar N. Reutlinger of Ravalli County heritage. Linda Powell said it was for the new library and when Dianne asked for clarification Linda Powell said they could keep it to display or auction it off.

Stevensville High School donated bags to the library. The board agreed that it was a good idea for the library to sell them for \$5.00 to raise funds. Each staff member can have one for free.

**ADJOURNMENT** Caitlin made a motion to adjourn the meeting and Margy seconded the motion. The meeting adjourned at 4:19

Minutes by Denise Ard and Caitlin Dunn