

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

208 Main Street, Stevensville, MT 59870

Wednesday, July 17, 2024, 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**
  - ❖ Board minutes from 4/10/2024
  - ❖ Board minutes from special meeting 06/19/2024
- **FINANCES**
  - ❖ Statement of Revenue – Budget vs. Actual
  - ❖ Statement of Expenditure – Budget vs. Actual
  - ❖ Cash Report
  - ❖ Budget
- **NEW BUSINESS**
  - ❖ Possible change of date of board meeting for training
  - ❖ Board elections
  - ❖ Policy review/update: Ethics, Gift & Conflict of Interest Policy for Trustees, Employees & Volunteers
  - ❖ Policy review/update: Art exhibit
  - ❖ Board email addresses
- **ONGOING & UNFINISHED BUSINESS**
  - ❖ Building plans, discussion & decisions
  - ❖ Foundation
  - ❖ Strategic Planning
- **PUBLIC COMMENT**
- **BOARD/DIRECTORS ANNOUNCEMENTS & COMMENTS**
  - ❖ Animal Wonders, Thursday August 22: 4pm children’s session, 6pm adult session.
  - ❖ Director’s upcoming vacations: Sept 2-Sept 6.
- **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, July 17, 2024, at 3pm

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

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

Board Absent: None

Staff Present: Denise Ard, Library Director

**PUBLIC COMMENT** No public was present therefore there was no public comment.

**GUESTS** No guests attended.

### APPROVAL OF MINUTES

Caitlin made a motion approve the 4/10/24 minutes and Kim seconded the motion. The motion passed unanimously.

Kim made a motion approve the 6/19/24 minutes and Margy seconded the motion. The motion passed unanimously.

### FINANCES

Caitlin made a motion to approve the financial statements and Kim seconded the motion. Denise mentioned the new petty cash account, line 103102 for \$10 so they had some coins & bills to test the Jamex bill and coin acceptor for photocopies. Recently the mobile print software was changed, and the system needed testing, and there was no money besides the money in the register to test it. There being no further discussion, a vote was taken. The motion passed unanimously.

Denise had nothing to present about the budget at this meeting. The board discussed stamp prices going up and told Denise to budget more for postage.

The board asked the director to email them actual revenue received 2020-2024 before the next meeting.

### NEW BUSINESS

#### September Board Meeting

Denise said that Mark Wetherington of Bitterroot Library could do a presentation on social media and libraries for the board if they moved their September meeting a week earlier to September 11. It would be one hour of continuing education. The board agreed.

#### Upcoming Board Elections

Victoria and Kim's terms expire May 2025. Oath of Candidacy opens in December and is due mid-February. Victoria declared her intention to submit an Oath of Candidacy and continue to serve on the board. Kim said she would not submit an Oath of Candidacy and her seat would be open.

#### Policy review/update: Ethics, Gift & Conflict of Interest Policy for Trustees, Employees & Volunteers

Kim made a motion to approve the policy with two changes: 1.) No gift certificates will be budgeted and purchased for volunteers with public funds because there are no volunteers working 2-3 days a week any longer. 2.) The last paragraph about trustees volunteering at the library in a capacity outside of their board duties was removed. Victoria seconded the motion. The motion passed unanimously.

#### Policy review/update: Art exhibit

Victoria made a motion to revoke the art exhibit policy and Kim seconded the motion. There is no good place to display art in this building, there were not many requests, and content is hard to policy. The mission of the library says the library is here to "strengthen and support our community" and the board thought having something disturbing or

divisive would conflict with that. The motion passed unanimously. No public art space will be provided by the library in this building. It can be revisited with a new building.

**Board email addresses**

Dianne said she thought it was a good idea for all board members to have a separate email for library business.

**ONGOING & UNFINISHED BUSINESS**

**Building plans, discussion & decisions**

Still waiting to hear back from the County commissioners. Waiting for Horlacher to give us some details on cost-saving ideas for the new building request for proposal.

**Foundation** Denise and Margy did not attend. Denise said the Foundation would look at the Naming Policy to give suggestions for an update since it was written in 2022 before the Preliminary Architecture Report and before the library new the estimate for a new building.

**Strategic Planning**

Caitlin made a motion to approve the 2024-2029 strategic plan with two typos corrected. Kim seconded the motion. The motion passed unanimously.

**PUBLIC COMMENT** No public joined the meeting, therefore there was no public comment.

**BOARD/DIRECTORS ANNOUNCEMENTS & COMMENTS**

The floor transition by the circulation desk has been fixed and the staff are very pleased.

Animal Wonders, Thursday August 22: 4pm children's session, 6pm adult session.

Director's upcoming vacations: Sept 2-Sept 6.

**ADJOURNMENT** The meeting adjourned at 4:10

Minutes by Denise Ard and Caitlin Dunn