

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

208 Main Street, Stevensville, MT 59870

Wednesday, September 21, 2022 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
  - ❖ 08/17/2022 Regular Meeting
  - ❖ 09/01/2022 Public Hearing on Budget
  - ❖ 09/14/2022 Special Meeting ReThinking Libraries for PAR
- Finances
  - ❖ Statement of Revenue – Budget vs. Actual
  - ❖ Statement of Expenditure – Budget vs. Actual
  - ❖ Cash Report
- New Business
  - ❖ BYOB for Adult Programs and updating the *Library Program, Presenter Policy & Contract Policy*
  - ❖ Personnel Policy and December 2023 Holidays
  - ❖ Policy review and update: Community Room & Maker Space Policy
  - ❖ Bookmark & Flyer about public input to PAR – board approval?
- Ongoing & Unfinished Business
  - ❖ IT support
  - ❖ Building plans, discussion & decisions, including updates and decisions regarding the Preliminary Architectural Report
    - Survey – Does the board have any revisions or is the survey a go?
    - How many public sessions does the board want?
    - Scheduling the public input sessions and calling to invite participants.
- Public Comment
- Board/Director Announcements & Comments
- 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

Minutes Board of Trustees Meeting  
Wednesday, September 21, 2022 at 3pm

### CALL TO ORDER/ROLL CALL

Victoria Howell called the meeting to order at 3:00 pm.

### BOARD MEMBERS PRESENT

Victoria Howell, Chair  
Caitlin Dunn, Vice Chair  
Kim Tiplady  
Leon Theroux

**BOARD MEMBERS ABSENT** Dianne Snedigar

**STAFF PRESENT** Denise Ard, Director

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

**GUESTS** There were no guests.

**APPROVAL OF MINUTES** Kim Tiplady made a motion to approve the board minutes from the 08/17/2022 regular meeting and the minutes from the 09/01/2022 public hearing, budget, and permissive levy meeting. Leon Theroux seconded the motion. There was no further discussion and the motion passed unanimously. Leon made a motion to approve the minutes from the 09/14/2022 special meeting with ReThinking Libraries consultants with corrective edits. Caitlin seconded the motion. The motion passed unanimously.

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

### NEW BUSINESS

**BYOB for Adult Programs and updating the Library Program, Presenter Policy & Contract Policy** The board reviewed what the Town and the insurance company said about allowing alcohol at library programs. *(Appendix A)* Caitlin made a motion to revise the Library Program, Presenter Policy & Contract Policy and add the sentence, "The library may allow patrons age 21 and over to bring their own alcoholic beverages to be consumed on the premises in moderation during certain adult programs led by the library adult programming staff." Kim seconded the motion. Leon asked if it would be more work for the staff. Denise said possibly a little but that the adult programmer was ready and willing to accept the responsibility.

Victoria clarified with the Director that this was a small revision and not the entire policy review that the board does every four years to comply with Montana State Library New Public Library Standards that went into effect July 1, 2022. Denise concurred that this was just a minor revision and not the full policy review. There was no further discussion. The motion passed unanimously.

### Personnel Policy and December 2023 Holidays

The board discussed the December 2023 holidays and closures. 2023 is an unusual year because Christmas Eve and Christmas Day are both library holidays and Christmas Eve 2023 lands on Sunday, a day when the library is closed. The board decided to close Saturday, December 23-Tuesday, December 26, 2023 in order to assist with scheduling, allow the

Tuesday and Saturday shifts to have full holidays, and because they thought the library would not be busy. Caitlin made the motion to close the library Saturday, December 23-Tuesday December 26, 2023. Kim seconded the motion. The motion passed unanimously. The board decided not to make a personnel policy change. They said they would decide on future unusual holidays on a case by case basis as they occurred.

#### **Policy review and update: Community Room & Maker Space Policy**

The board reviewed the employees' pros and cons about allowing Community Room usage to expand to private drop-in meetings (when not booked for internal library use, or by community groups.)The board decided to make no change to the policy at this time. They want to see if public usage rises now that the library is advertising that the room is available once again to be reserved. They also said staff should work together to address all the issues raised, and come up with solutions, before they would reconsider the issue.

#### **Bookmark & Flyer about public input to PAR – board approval?**

Leon asked if the bookmark was front and back and Denise said it was. The board approved the usage of the bookmarks and flyers to advertise the PAR, survey, and call for public input.

### **ONGOING & UNFINISHED BUSINESS**

#### **IT support**

IT support of the library was discussed. The board agreed with Denise that the best solution for the library would be if Jason was a consultant and received a 1099. As a consultant the library board could pay him \$160 an hour. Denise said he is currently not terminated officially, but should be because he is acting as a consultant already. He works another full-time job, the library has no control over his work, or when he decides come in, and he is not following library personnel policy. The library should officially terminate him and offer him \$160 an hour and 1099 him. Caitlin moved to allow Denise to negotiate with Jason to stay on as IT consultant approving a \$160-\$175 hour range for consulting IT services. Kim seconded the motion. The motion passed unanimously.

#### **Building plans, discussion & decisions, including updates and decisions regarding the Preliminary Architectural Report**

- **Public Survey on new building**

The board said the question that asked about race, cultural background, and languages spoken must be optional. The Board said a question needed to be added about supporting a bond. Denise suggested the following wording, "After a capital campaign, if the library needs to run a bond to make a new building a reality, would you consider voting yes to a bond?"

Kim motioned to accept the survey with the additional question and making question the question about race, cultural background and languages optional. Caitlin seconded the motion. The motion passed unanimously.

- **Public input sessions on new building**

The board said they thought two public input sessions with both targeted invited audience and general public was sufficient. They did not see a need for a third session for general invite because they felt not many would come to the general invite based on advertising.

#### **PUBLIC COMMENT**

Donna announced that the Foundation has started selling tote bags with the Foundation logo. She said they sold about a dozen tote bags during Creamery picnic. She also announced that the Foundation had 11 teams register for the golf fundraiser. Forthcoming the Foundation had a fall books sale planned.

**BOARD/DIRECTOR ANNOUNCEMENTS & COMMENTS** Kim asked about censorship and it was decided that the collection policy would be reviewed in October. Denise announced that the library was doing a scarecrow for the Scarecrow festival and there was a reminder about the Foundation book sale the first weekend in October.

**ADJOURNMENT** Adjourned at 5:20 pm

Minutes by Denise E. Ard and Caitlin Dunn