

PUBLIC NOTICE
North Valley Public Library Board of Trustees Meeting

208 Main Street, Stevensville, MT 59870

Wednesday, May 17, 2023 at 3pm

Meetings are open to the public.

Community Room

Agenda

- Call to Order/Roll Call
- Public Comment¹
- Guests
- Approval of Minutes
 - ❖ 04/19/2023 Regular Meeting
 - ❖ 05/02/2023 Special Architect meeting
- Finances
 - ❖ Statement of Revenue – Budget vs. Actual
 - ❖ Statement of Expenditure – Budget vs. Actual
 - ❖ Cash Report
 - ❖ Budget
 - Less than 1/3 reserve
 - \$1.50 hourly increase for all staff
 - Budget an additional 20 hours of staff hours
 - Pay off Mortgage (About \$26,125)
 - Other budget considerations
 - Building and Liability Insurance (if quotes are available as of meeting date)
 - ❖ Bank signatures
- New Business
- Ongoing & Unfinished Business
 - ❖ Building plans, discussion & decisions, including updates and decisions regarding the Preliminary Architectural Report & EPA's Brownfields Program
 - Strategies meeting with Foundation Board and Library Board
 - Engaging MMW to create a virtual building walk-through
 - ❖ Continuing Education to meet State Library Standards
- Public Comment
- Board/Director Announcements & Comments
 - ❖ Have you marked your calendars for budget deadline/meetings?
Wed., 8/16/2023 pass a budget for public review; **Wed., 9/6/2023** budget hearing
Wed., 8/21/2024 pass a budget for public review, **Thu., 9/5/2024** budget hearing
- Adjournment

Next Tamarack meetings

Fall Online Meeting Oct 19, 2022 at 6pm. What trainings would you like?

Spring Retreat & Meeting 2024 will be the last week of April in Polson.

Tamarack FY 23-24 Program 3 Resource Sharing & Technology MSC. We will receive \$3,333.17

¹ 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 or you can email board members directly. A link to Trustee contact information can be found on our website at northvalleylibrary.org/board—information.

MINUTES

North Valley Public Library Board of Trustees Meeting

Wednesday, May 17, 2023 at 3pm

CALL TO ORDER/ROLL CALL

Meeting to order at 3:08 pm.

BOARD MEMBERS PRESENT

Victoria Howell, Chair

Dianne Snedigar, Vice Chair

Caitlin Dunn, Secretary

Kim Tiplady

Margy Gilbertson

BOARD MEMBERS ABSENT None

GUESTS PRESENT: Carla Sanders

STAFF PRESENT Denise Ard, Director

PUBLIC COMMENT Lisa DeMoss from the library staff asked to speak during the public comment session. She wanted to tell the Board about a person she met at Missoula Public Library. Ginger Johnson is a consultant that specializes in helping people make connections. Lisa said Ginger was positive and may be able to help with networking and finding donors. Ginger told Lisa she wanted to help the library in some capacity with a new building, possibly giving a pro-bono talk to the Board and Foundation. Ginger left her contact information with Lisa in case the Board or Foundation wanted to contact her. Ginger Johnson, Chief Connecting Officer 515-450-7757, ginger@gingerjohnson.com, www.gingerjohnson.com

The Board welcomed new board member Margy and took some photos.

GUESTS: Carla Sanders from the Foundation talked about the grants received, including one from Ravalli Electric Co-op for \$1,000 for children and teen books. She reported that Friends of the Library is being developed and the Foundation has planned a golf tournament fundraiser for July 15 at Whitetail.

APPROVAL OF MINUTES Caitlin made a motion accept the 4/19/23 and the 05/02/23 minutes. Kim seconded the motion and the motion passed unanimously.

FINANCES

Financial Statements Dianne made a motion to accept the financials as presented and Kim seconded the motion and the motion passed unanimously.

Budget The board asked the director to prepare two draft budgets. One with 1/3 reserve and one with 1/5. Denise will run reports to find out a 3 year average of what was on hand before taxes received and go over with Dianne.

The board directed Denise to prepare a draft budget with a \$1.50 wage increase, and to budget an additional 20 hours. Denise will prepare a draft budget with the mortgage paid off.

Building & Liability Insurance The board asked Denise to ask the library in Polson for more information on their insurance. They went through the Hartford quote and thought some coverage was unnecessary. They thought the Hartford quote had extraneous coverage and that they could get rid of Business Income and Extra Expense Actual Loss Sustained and Super Stretch for Business Services. They needed more information before being able to make a final decision but approved Denise following through with Cincinnati. Dianne made a motion to proceed and finalize a quote with Cincinnati if possible and finalize at the June meeting. Caitlin seconded the motion and the motion carried.

Bank Signatures Victoria signed paperwork asking for the current board and director to be signatures. Farmers bank will prepare the paperwork and everyone will need to go to the bank and sign.

NEW BUSINESS None.

ONGOING & UNFINISHED BUSINESS

Building plans, discussion & decisions, including updates and decisions regarding the Preliminary Architectural Report (PAR) & EPA's Brownfields Program No discussion

Strategies meeting with Foundation Board and Library Board The next board meeting will include a planning session with the Foundation at 4-5pm about what are the next steps in getting a new building.

(Kim Tiplady had to leave the meeting.)

Engaging MMW to create a virtual building walk-through Clearwater Credit Union said they would provide \$1,000 for a digital walk through. Rocky Mountain would contribute \$200 and Dianne said Farmers will contribute \$1,000. Victoria said she thought the Foundation should make the decision because they were fundraising. Carla said that in her opinion it is a board decision. The Foundation is not accountable to taxpayers and not elected officials so the board makes the final decisions. The Foundation may feel strongly and give their opinion but ultimately it is up to the board. Dianne made a motion to approve the digital walk at the \$4,000 rate. Caitlin seconded the motion and the motion carried.

Continuing Education to meet State Library Standards The board met the standard through the training with Tracy Cook from the State Library in January and additionally through the PAR process documented below by Caitlin Dunn.

The North Valley Public Library Board spent well over 11 hours working on the PAR and learned quite a few things in the process.

A sampling of the things learned:

- Each board member's view on how we want to see our library grow to better serve our community.
- Staff's opinions on how the building affects their work and staff priorities. This was presented by the consultants from the results of staff listening sessions.
- Learning more about the people who make up our community.
- Comparing the cost and everything involved with building new or building at our current location.
- New building regulations and requirements for our growing community.
- Connecting with the community to see their thoughts about our current facility.
- Hearing about the needs of the community. Presented by the consultants from the results of a community survey and listening sessions.
- Learning about the pros and cons of different locations in regard to cost and requirements as we look into the option of building a new library.
- Finding out the cost involved with the new build.
- Learning more about fundraising for a new library.

Through all of this we were able to discuss all these things and more with MMW: Jacob Wright & Jackie Rudd and ReThinking Libraries: Rob Cullin & Janet Nelson. We have been able to work together to see what our community needs and how we can continue to serve them to the best of our ability at our current location and hopefully someday in a new library. The great thing about learning this way is that we get to learn through reading, hearing, watching and discussion with other professionals and with each other as we are serving our community.

PUBLIC COMMENT None.

BOARD/DIRECTOR ANNOUNCEMENTS & COMMENT None other than date announcements on agenda.

ADJOURNMENT Dianne moved to adjourn

Minutes by Denise Ard and Caitlin Dunn