

PUBLIC NOTICE
North Valley Public Library Board of Trustees Meeting

208 Main Street, Stevensville, MT 59870

Wednesday, May 18, 2022 at 3pm

Meetings are open to the public.

Community Room in-person.

Agenda

- Call to Order/Roll Call
- Public Comment¹
- Guests
- Approval of Minutes
 - ❖ 4/20/22 Regular Meeting
- Finances
 - ❖ Statement of Revenue – Budget vs. Actual
 - ❖ Statement of Expenditure – Budget vs. Actual
 - ❖ Cash Report
- New Business
 - ❖ Personnel document regulations
 - ❖ Weeds & Planters around the library
- Ongoing & Unfinished Business continued
 - ❖ Black Mountain Assets Manager software for next year's budget
 - ❖ Building plans, discussion & decisions
 - MMW Architects PAR proposal
 - Stevensville Community Center
 - ❖ Covid related issues & policies
- Public Comment
- Board/Director Announcements & Comments
- Adjournment

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.

North Valley Public Library
Minutes Board of Trustees Meeting
Wednesday, May 18, 2022 at 3pm

CALL TO ORDER/ROLL CALL

Victoria Howell called the meeting to order at 3:02 pm.

BOARD MEMBERS PRESENT

Victoria Howell, Chair
Caitlin Dunn, Vice Chair
Leon Theroux
Kim Tiplady (by phone)
Dianne Snedigar

BOARD MEMBERS ABSENT None

STAFF PRESENT Denise Ard, Director

PUBLIC COMMENT Carla Sanders, the President of the North Valley Public Library Foundation first thanked Caitlin for the chocolates from her company, Montana Chocolates that went into the gift basket as a prize for the Business Battle for Books fundraiser. Carla then updated the board about Foundation upcoming activities.

- Carla said the Foundation would be a presence at the June 4 Ravalli County Fair giving away notebooks and pencils and talking about the library. They will also sell books.
- The Foundation will have a table outside the library on Western Heritage days and Creamery Picnic.
- She said *Birdies for Books* golf fundraiser is Saturday, August 20. They are sending a letter to people that participated last year and asking the same businesses to sponsor a hole.

Leon asked if the Foundation would take a donation of books from him for their fundraisers and Carla said they would and asked him to bring to the front desk of the library and the staff would put on top of their cabinet in the back. Carla said the donor tree is finalized. They chose an out of state company that will put the tree on Plexiglas. The leaves will be already attached and leaves will need to be removed and sent off to be engraved.

GUESTS No guests were present

APPROVAL OF MINUTES

Dianne made a motion to approve the minutes from the April 20, 2022 regular meeting and Leon seconded. The motion passed unanimously.

FINANCES

Leon made a motion to approve the financial reports and Dianne seconded. There were no questions. The motion passed unanimously.

NEW BUSINESS

Personnel document regulations

Caitlin made a motion to amend the personnel policy with the following addition.

Work done on library time belongs to the library and may not be removed or taken from the library without approval from the director. Personnel are required to use library-approved file hosting document management and storage systems, which are currently OneDrive and SharePoint, to store and save all their work and not

allowed to save their work exclusively on outside password protected systems that are not accessible by the director or approved IT personnel.

Dianne seconded the motion. The motion passed unanimously.

Weeds & Planters around the library

Victoria said she will plant the planters and ask her husband Michael if he would be willing to weed whack the back of the library.

ONGOING & UNFINISHED BUSINESS

Black Mountain Assets Manager software for next year's budget Denise reported that she and Lisa had a demo of the product. The product was expensive and neither thought it would save time or add value to the library. Denise does not recommend purchasing it. Instead Lisa will finish doing an inventory list in Excel provided by the State of Montana Department of Administration.

Building plans, discussion & decisions

Victoria said she knew of a realtor that was willing to give an evaluation of the library building's value. She said it would not cost anything and asked if the board like her to proceed. The board asked her to proceed.

Dianne made a motion to move forward with the PAR and sign the revised PAR quote from MMW architects, proposing an hourly not-to exceed \$59,670 for library consulting, programming & block diagramming, preliminary design and preliminary architecture report to analyze locating the library on a new site that has yet to be determined. Leon seconded the motion. Victoria asked if there was any discussion.

Carla asked if she could make a public comment at this time and Victoria said she could. Carla said she attended the Community Center meeting the previous night. She asked for clarification on what moving forward with the PAR meant regarding any collaboration with the Community Center.

Leon said he wants the library separate with more space than what the library currently has and a community room available for the public. Victoria said we are looking at a hypothetical place for the building. She said there was some urgency because a Community Development Block Grant from the State was received. Carla said her view as a fundraiser was that they would be in competition with the community center and the Foundation wants to do what is best fiscally, as she is sure the library does. Victoria said they still have many questions about the Community Center collaboration. Carla asked if the questions were insurmountable. Dianne voiced concerns about the logistics of sharing a building such as utility expenses and added, "There are so many unknowns". Dianne said, "We are thinking about this carefully. We want to own the land. We don't want to lease hold. We are taking precautions." Carla asked if the board and Community Center were in need of a facilitator. The board thought not. They said the Community Center project has been a project for 20 years and the library is an established loved functioning entity and so therefore an attractive partner and they need to proceed cautiously. "We are taking our responsibility to the taxpayers very seriously." Carla said the Foundation was on the same page. Kim said we are doing our due diligence. The board said proceeding with the PAR did not mean they had stopped the conversation with the community center.

There being no more discussion a vote was called upon. The motion passed unanimously.

Kim said she had to leave the conversation at 3:55 because her plane was leaving.

COVID-19 POLICIES AND PROCEDURES Caitlin made a motion that they remove all COVID restrictions. The community room will be open for community reservations, and the library may invite back previously vetted and trained library volunteers as personnel time allows, at the director's discretion. Dianne seconded. The motion passed unanimously.

BOARD/DIRECTOR ANNOUNCEMENTS & COMMENTS

Victoria announced that she and Denise would be attending an online meeting on the Community Development Block Grant awarded to the Town of Stevensville in the amount of \$7,500 for the ADA components of a library preliminary architectural report.

ADJOURNMENT

Adjourned at 4:06pm

Minutes by Denise E. Ard & Caitlin Dunn