

PUBLIC NOTICE
North Valley Public Library Board of Trustees Meeting

208 Main Street, Stevensville, MT 59870

Wednesday, March 15, 2023 at 3pm

Meetings are open to the public.

Community Room

Agenda

- Call to Order/Roll Call
- Public Comment¹
- Guests
- Approval of Minutes
 - ❖ 02/15/2023 Regular Meeting
- Finances
 - ❖ Statement of Revenue – Budget vs. Actual
 - ❖ Statement of Expenditure – Budget vs. Actual
 - ❖ Cash Report
- New Business
 - ❖ Essential Library Standards
 - Public Library Standards Road Map
 - ❖ Community Room & Maker Space Policy – minor update
- Ongoing & Unfinished Business
 - ❖ MOU with Foundation
 - ❖ Essential Library Standards
 - Emergency Response Plan & Documents
 - Emergency Closure Policy
 - Pocket Emergency Response
 - Safety and Health Policy Plan
 - Emergency Procedures
 - ❖ Strategic Plan 2023-2025 – suggested update
 - ❖ Building plans, discussion & decisions, including updates and decisions regarding the Preliminary Architectural Report & EPA’s Brownfields Program
- Public Comment
- Board/Director Announcements & Comments
 - ❖ Summer Reading Report 2022
 - ❖ Reminder: Friday, April 14 next meeting with architect.
 - ❖ Reminder: Tamarack Federation is Fri., April 28 and Sat. April 29 at Missoula Public Library.
- 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.

MINUTES

North Valley Public Library Board of Trustees Meeting

Wednesday, March 15, 2023 at 3pm

CALL TO ORDER/ROLL CALL

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

BOARD MEMBERS PRESENT

Victoria Howell, Chair

Dianne Snedigar, Vice Chair

Caitlin Dunn, Secretary. Joined at 3:10pm

Kim Tiplady

BOARD MEMBERS ABSENT None

STAFF PRESENT Denise Ard, Director

PUBLIC COMMENT No public were in attendance so there was no public comment.

GUESTS There were no guests present.

APPROVAL OF MINUTES Kim made a motion to approve the minutes of the February 15 board meeting and Dianne seconded the motion. The motion carried without any amendments or additional discussion.

FINANCES Dianne made a motion to approve the financial reports and Kim seconded the motion. The motion carried without any amendments or additional discussion.

NEW BUSINESS:

Public Road Map (Part of Essential Library Standards)

The board reviewed the current road map from the State Library.

Community Room & Maker Space Policy

Changes were made to the policy to require proof of public performance rights before outside groups could show a film in the library. In addition some updates were made to delineate outside programming from internal library programming. Kim made a motion to pass the updated Community Room & Maker Space Policy without making exceptions for any outside groups, including independent library book clubs. Dianne seconded the motion and the motion carried.

ONGOING BUSINESS:

MOU with Foundation

Dianne made a motion to accept the MOU with the three words and quotations removed that the Foundation requested. Kim seconded the motion and the motion carried.

Emergency Response Plans & Documents (Part of Essential Library Standards)

Dianne made a motion to approve the Emergency Response Plans & Documents with an edit to remove a word from one of the pages. Kim seconded the motion and the motion carried.

Strategic Plan

The board passed a 2023-2025 Strategic Plan at the February 15, 2023 meeting. The director reported to the board when hiring there are some short shift that are hard to fill and thinks it would be good to work towards eliminating them when possible. The Director suggested adding to the 2023-2025 Strategic Plan an operations and access goal with the objective to, "Consolidate work shifts. Eliminate short shifts, particularly shifts less than 4 hours to attract employees further than the immediate environs. Make shifts more attractive to a wider pool of employee candidates." Kim made a motion to add that goal and objective to the 2023-2025 Strategic Plan and Dianne seconded the motion. The motion carried.

Building Plans

Preliminary Architecture Report

The board discussed the square footage and cost that the architects presented at the March 7 special meeting. Caitlin said the estimated current construction cost of \$9-\$12 million was too much and the community would not support it. The other board members agreed that they should cut back on square footage to lower the cost. The board decided to eliminate a café, large popular library, and do without increased community room size, and kitchenette. Critical needs should stay in the plan including larger computer area, enlarged children's area, children's area (loud) separated from computer area (quiet), teen space, private meeting rooms, storage space, additional space so future staff had work areas, larger makerspace, and a safe, accessible, comfortable building with easy future expanse. It was decided that Victoria would contact the architects and let them know the board's input and to aim for 10,000 square feet for the next meeting.

EPA's Brownsfields Program

Victoria said she has heard nothing but will follow up.

PUBLIC COMMENT No public joined the meeting so there was no public comment.

ANNOUNCEMENTS & COMMENTS

The board received the 2022 Summer Reading Report.

Friday, April 14 next meeting with architect.

Tamarack Federation is Fri., April 28 and Sat. April 29 at Missoula Public Library. It was unclear who would be able to attend.

ADJOURNMENT

The board adjourned at 4:58pm.