

PUBLIC NOTICE
North Valley Public Library Board of Trustees Meeting

208 Main Street, Stevensville, MT 59870

Wednesday, March 16, 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
- Finances
 - ❖ Statement of Revenue – Budget vs. Actual
 - ❖ Statement of Expenditure – Budget vs. Actual
 - ❖ Cash Report
- New Business
 - ❖ Office supplies credit card
 - ❖ Personnel Policy
 - ❖ Job Descriptions
 - ❖ Increasing efficiency of paying and invoices
- Ongoing & Unfinished Business continued
 - ❖ Building plans, discussion & decisions
 - MMW Architects
 - Mold
 - ❖ Covid related issues & policies
 - Volunteers
 - Opening meeting room to outside groups
- 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, March 16, 2022 at 3pm

CALL TO ORDER/ROLL CALL

Victoria Howell called the meeting to order at 3:02 pm. She said that Jacob Wright, Principle architect from MMW Architects would call into the meeting at 4pm.

BOARD MEMBERS PRESENT

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

BOARD MEMBERS ABSENT None

STAFF PRESENT Denise Ard, Director

PUBLIC COMMENT No public was present so there was no public comment.

GUESTS

Jacob Wright, Principal architect from MMW Architects
Bob Thomas, Stevensville Community Center Board

APPROVAL OF MINUTES

Dianne made a motion to approve the minutes from the February 16, 2022 and Kim seconded. The motion passed unanimously.

FINANCES

Caitlin made a motion to approve the financial reports and Kim seconded. The motion passed unanimously. Dianne mentioned that the grown in the Valley should hopefully positively impact the library's revenue.

NEW BUSINESS

Credit card for office supplies

Caitlin made a motion to approve Denise applying to get a credit card for office supplies from an office supplies vendor such as Office Max/Depot or Staples and Dianne seconded. The motion passed unanimously.

Personnel Policy

The director and the board reviewed the entire updated personnel policy and changed wording as appropriate. Caitlin made a motion to pass the personnel policy with a few typos and adjustments and Kim seconded. The motion passed unanimously.

Job Descriptions

Denise presented the board with a job description for Assistant to the Director, a position to replace Library Manager. Dianne made a motion to approve the job description for Assistant to the Director and Kim seconded. The motion passed unanimously.

Increasing efficiency of paying and invoices

Dianne made a motion that Denise set up autopay for vendors whose invoices are reoccurring expenses such as insurance, utilities, telephone etc. and Kim seconded. The motion passed unanimously.

ONGOING & UNFINISHED BUSINESS**Building plans, discussion & decisions**

Jacob with MMW joined the meeting by phone and went through the proposal for the Preliminary Architect Report (PAR). He said MMW billed monthly. Dianne asked how much savings would there be if the library abandoned service #1 to evaluate the current site. The board, mindful of the cost to the taxpayers, decided they wanted to compare since the architect said it would not be cost effective to build on site. Jacob said he will revise the proposal to only look at a new location. The board will have a special board meeting on March 30 to consider the difference.

Bob Thomas from the Community Center Board joined the meeting by phone at 4:45. The board said they would like a separate building and two separate facilities are needed. Bob said it could be surveyed out and sold and they could have a shared parking lot and shared maintenance for the parking lot. Bob said the sewer construction was starting April 11 to their lot. Victoria asked Bob to discuss with the other members of the Stevensville Community Foundation Center Board the possibility of the library sharing their land next to the school and ask their board if they would sell the library a piece of the land to the library. Bob said there was a Community Center meeting this coming Wednesday and he would bring it up and send them an email as well ahead of time.

Mold

No cost effective solutions for keeping mold from the cellar were discovered but the current mold will be mitigated.

COVID-19 POLICIES AND PROCEDURES

No changes.

BOARD/DIRECTOR ANNOUNCEMENTS & COMMENTS

None.

ADJOURNMENT

Adjourned at 5:36

Minutes by Denise E. Ard & Caitlin Dunn