

PUBLIC NOTICE
North Valley Public Library Board of Trustees Meeting

208 Main Street, Stevensville, MT 59870

Wednesday, July 19, 2023 at 3pm

Meetings are open to the public.

Community Room & Zoom

Agenda

- **CALL TO ORDER/ROLL CALL**
- **PUBLIC COMMENT¹**
- **GUESTS**
 - ❖ Attorney Greg Overstreet
- **ONGOING & UNFINISHED BUSINESS**
 - ❖ Building plans, discussion & decisions
- **FINANCES**
 - ❖ Budget plans & discussion
 - Salaries
 - ❖ Statement of Revenue – Budget vs. Actual
 - ❖ Statement of Expenditure – Budget vs. Actual
 - ❖ Cash Report
- **APPROVAL OF MINUTES**
 - ❖ 06/21/2023 Regular meeting
- **NEW BUSINESS**
 - ❖ Employment agreement with Director
 - ❖ Board elections
- **ADDITIONAL ONGOING & UNFINISHED BUSINESS**
 - ❖ Continuing Education to meet State Library Standards
 - Board will discuss webinar training they took on advocacy and what they learned.
- **PUBLIC COMMENT**
- **BOARD/DIRECTORS ANNOUNCEMENTS & COMMENTS**
 - ❖ Budget for public review 8/16, Budget hearing 9/6
 - ❖ **Next Tamarack meetings:** Fall Online Meeting Oct 19, 2023 at 6pm
Spring Retreat & Meeting 2024 will be the last week of April in Polson.
- **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, July 19, 2023 at 3pm

CALL TO ORDER/ROLL CALL Victoria called the meeting to order at 2:59

BOARD MEMBERS PRESENT

Victoria Howell, Chair
Dianne Snedigar, Vice Chair
Caitlin Dunn, Secretary
Margy Gilbertson

BOARD MEMBERS ABSENT Kim Tiplady

GUESTS PRESENT Attorney Greg Overstreet

STAFF PRESENT Denise Ard, Director

PUBLIC COMMENT None

GUESTS Attorney Greg Overstreet explained that Stevensville Mayor Steve Gibson asked Overstreet to investigate the legality of transferring about 2 acres of a corner of Lewis & Clark Park for a new library building in order that Overstreet and Gibson could present the idea to the Town Council but also needed to know if the Library Board was still interested. Overstreet said he would be speaking to the Town Council as soon as he was on the Town agenda. The Library Board said they were very interested still. Overstreet asked whose idea it was. Victoria said it was the mayor's idea. The Mayor knew the Library was considering land by the school and thought getting sewer lines to the land by the school would be challenging but that the park was already served by sewer. At that time Victoria asked the Library Board if they wanted more information on the idea and the Library Board did. After that meeting Victoria let the Mayor know that the Library Board was in favor of the idea and so would like to take the next steps to present the idea to the Park Board, Town Council, and Civic Club. So that is when he asked Overstreet to investigate to see if it was possible.

Overstreet said according to his research that the Town Council would need to approve a land transfer by 2/3 of a vote. His reading of statutes was that the sale or lease must be approved by a majority of the electors. He said if the Town Council approved of the idea it was possible that it could be on the ballot in November 2023. There was some discussion and concern over the cost of an election. Denise said Library District elections cost about \$10,000. Overstreet said the vote would only be Town folk so the cost would be less. It would need to pass by majority of the electors. Overstreet said the mayor said it would save them mowing costs.

Greg Overstreet said if the Town Council is interested in pursuing this, he was willing to represent both the Town and Library in further discussions, which could be done by an interlocal agreement between the Library and the Town.

The Board after hearing the presentation said they were still very interested in this proposition and would like to know when it could be put on the Town Council agenda. All agreed that having the library near the park would be great for the community, as well as a cost savings to the taxpayers by saving on land cost and building cost. Properties unserved by municipal services have additional building cost estimates at about \$350,000 according to the library's recently completed preliminary architectural report master plan. Overstreet said he would find out when he was on the agenda at the Town and let the Library Board know so they could attend the meeting. Overstreet left the meeting after providing the information.

ONGOING & UNFINISHED BUSINESS

- **Building plans, discussion & decisions**

The Board received a question from the Foundation on whether they should start looking for capital campaign consultants. They told the Director to let the Foundation know that the Library Board thinks they can wait to interview capital campaign consultants until more is known about the land on which the library will be built.

FINANCES

- **Budget plans & discussion**

- ❖ **Salaries**

- The board followed suit with the State of Montana giving \$1.50 raises. Dianne made a motion to approve a \$1.50 per hour raise across all position and Caitlin seconded the motion. It was clarified that no one was salaried and all wages were hourly. The motion passed unanimously.

- **Financial Reports**

- Denise directed the board to view the revenue report and take note that the library had anticipated revenue not received at the close of the 2022-23 fiscal year. The Library did not receive the \$7,500 Community Development Block Grant (CDBG) and \$2,500 match from Farmers Bank because the PAR was just completed at the end of the fiscal year, later than anticipated. The Library waited for the PAR to be complete to request any reimbursement so the Town would only have to cut one check to the Library. Since the revenue was not received 22-23 fiscal year, Denise said that revenue would go on the next year's budget to be received. Denise said she and employee had submitted paperwork to the Montana Department of Commerce and were waiting for a response. Denise was unclear what the procedure was to get the \$10,000 from the Town after the Department of Commerce sent the Town \$7,500. She said she mentioned to Town Clerk Jenelle Berthoud that the PAR was complete and sent her a follow up email with the digital walk-through. A member of the Library Board may follow up with the Town how to get reimbursed the funds once the Department of Commerce sends the funds to the Town.

- Caitlin made a motion to approve the June financial reports and Dianne seconded the motion. The motion passed unanimously.

APPROVAL OF MINUTES

Caitlin moved to approve the June minutes and Dianne seconded the motion. The motion passed unanimously.

NEW BUSINESS

- **Employment agreement with Director**

- Caitlin made a motion to approve the employment agreement which cut Denise's normal weekly hours to 36. This would be a cost savings to the library and the director favored a 36 hour week. On occasion Denise may need to work 38 or 40 because of the needs of the library, but most often the schedule will be 36 hours weekly. If needed to work more hours than 36-38 Denise would take straight comp time. Dianne seconded the motion. The motion passed unanimously.

- **Board election of officers**

- Victoria made a motion to nominate the following slate: Dianne as Chair, Victoria as Vice Chair, and Caitlin as Secretary. Margy seconded the motion. The motion passed unanimously.

ADDITIONAL ONGOING & UNFINISHED BUSINESS

- **Continuing Education to meet State Library Standards**

- ❖ **Board discuss webinar training they took on advocacy and what they learned.**

- Margy read notes from her training on advocacy. The big take away was collaborating with Foundation and other organizations in the community. Some key phrases and thoughts from training:

- Connecting with our community and with each other. What does the board want to share with the community?

- Clear communication

- Share priorities.

- Develop an ecosystem.

- Keep your eyes open for unexpected people to get involved and help.

PUBLIC COMMENT None

BOARD/DIRECTORS ANNOUNCEMENTS & COMMENTS

- Kim sent a communication to Victoria letting her know that she is unavailable to attend upcoming board meetings

and wondered if she should consider resigning before her term is up. The Board said they would value her input and would rather she stay on the board for a little longer and try to get a replacement possibly in January 2024.

- Caitlin will be the board member to attend the Tamarack fall meeting online on October 19, 2023 at 6 pm.
- Denise will resend Margy and Caitlin the information to register for Montana Shared Catalog conference in September in Great Falls.

ADJOURNMENT Meeting was adjourned at 4:35

Minutes by Caitlin Dunn and Denise Ard