

PUBLIC NOTICE
North Valley Public Library Board of Trustees Meeting

208 Main Street, Stevensville, MT 59870

Wednesday, September 17 at 3pm

Meetings are open to the public.

Agenda

- **CALL TO ORDER/ROLL CALL**
- **PUBLIC COMMENT¹**
- **GUESTS**
- **APPROVAL OF MINUTES**
 - ❖ Board minutes from 8/20/25.
- **FINANCES**
 - ❖ Chair compares the monthly bank statement to reconciliation report.
 - ❖ Statement of Revenue
 - ❖ Statement of Expenditure
 - ❖ Cash Report
 - ❖ Certificate of Deposit will mature on 9/26/2025.
- **ONGOING & UNFINISHED BUSINESS**
 - ❖ New building plans, discussion & decisions
 - Dianne & Carla's report from meeting with Horlacher
 - Carla's report on Foundation meeting regarding the new building & capital campaign
 - ❖ Current building upkeep
 - Windows were cleaned on 9/3/25. Carpet cleaning on 9/10/2025.
 - ❖ Foundation
- **NEW BUSINESS**
 - ❖ Policy review: Community Room Policy Request and Closing Instructions
 - ❖ Policy review: Bulletin Board and Literature Rack
- **BOARD/DIRECTORS ANNOUNCEMENTS & COMMENTS**
 - ❖ Tamarack online meeting on October 16. – NEED A BOARD MEMBER to attend remotely 6-7pm
 - ❖ Continuing Education for the Board: 3 hours of CE per fiscal year
 - Meeting Rooms and the Library as Public Forum – COMPLETED
 - *Upcoming trainings:*
 - Children/Minors in the Library
 - Conducting an Executive Session in a Public Meeting
 - ❖ Denise out of the office Sept 18-29
 - ❖ Tamarack Polson 2026 will take place April 24 & 25, 2026 – Kate said she can attend.
- **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 OF THE NORTH VALLEY PUBLIC LIBRARY BOARD OF TRUSTEES

Wednesday, September 17 at 3pm

CALL TO ORDER/ROLL CALL Dianne called the meeting to order at 3:03

Board Present: Caitlin Dunn, Margy Gilbertson, Dianne Snedigar, Kate Kowal, Victoria Howell arrived at 3:05.

Board Absent: None

Staff Present: Denise Ard, Library Director

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

GUESTS NVPL Foundation President Carla Sanders said the golf tournament was a great success; they raised \$6,367.70, which is about \$3,000 more than the previous year. Carla thanked the sponsor, which was Farmer's Bank and Dianne. Carla said they also had food donations and good items for the silent auction. Carla said book sale is the first weekend in October during the Scarecrow Festival and they accept book donations two days prior. Carla said Kate Boyd joined the Foundation board from Friends, and she is producing content for the Instagram social media account for the Foundation.

APPROVAL OF MINUTES Victoria made a motion to approve the 8/20/2025 minutes and Margy seconded the motion. The motion passed unanimously.

FINANCES

Chair compares the monthly bank statement to reconciliation report: The Chair examined the monthly statement and reconciliation report and signed off on them.

Financial Reports: Caitlin made a motion to approve the financial reports. Kate seconded the motion. The motion passed unanimously.

Certificate of Deposit Caitlin made a motion to renew the CD for 5 months at 3.75%. Margy seconded the motion. The motion passed unanimously.

ONGOING & UNFINISHED BUSINESS

New building plans, discussion & decisions

Dianne and Carla report on meeting with Horlacher.

- Dianne said Denise discovered the building plans had decreased the square footage of the meeting room. Dianne informed Horlacher that the meeting room cannot be smaller than the current room, and to take the square footage from the staff area.
- Horlacher said installing fire suppression sprinklers is costly and building insurance could cost more if sprinklers went off mistakenly; sprinklers could ruin contents of library, especially books.
- Dianne will be the point of contact to communicate with Rob Horlacher and relay board and director input on plans and specifications for the bid package. Carla and Dianne will have quarterly meetings with Horlacher.
- Horlacher said if his company wins the bid, he could get things rolling if the Foundation raised a million. He says they could break ground Spring 2027 and open in 2028. He said the foundation could raise additional funds over 5 years with lease to own.
- Horlacher thought hiring a campaign consultant was not worth the money. He said much of the work that consultants do has already been done such as surveys and public input sessions.
- The land still needs to be ready for a build. Water and septic need to be arranged. Horlacher is arranging that with the Montana Department of Environmental Quality. Victoria asked for a reminder on the size of the land. Dianne said 2.5 acres.
- Plans and specifications could be available by October 2025.

Carla Foundation report regarding new building and capital campaign

- Carla said a big concern of the Foundation is what if they cannot raise all the money. They feel hesitation with

Horlacher's idea of starting the project with just one million. The Foundation wants to know what would happen if they could not raise all that money, would the library lose the building? Dianne said she would ask Horlacher.

- The Foundation feels strongly they need to hire a capital campaign consultant, collectively they do not have enough experience with capital campaigns. There was no feasibility study done. The Foundation needs a consultant to help them fundraise.
- Carla said the Foundation plans to honor Janet Park at the new building. Janet made an estate donation to the Foundation.
- Carla said the Foundation converted their bank account to a money market account with better interest rates.

Current building upkeep: Windows were cleaned on 9/3/25. Carpet cleaning started on 9/10/2025.

Foundation Nothing additional to report.

NEW BUSINESS

Policy review: *Community Room Policy Request and Closing Instructions* Caitlin made a motion to approve the new *Community Room Policy Request and Closing Instructions*. Kate seconded the motion. Caitlin amended the motion to include a bullet point under general requirements, "Nonprofit associations may request the rooms" so that nonprofit homeowner associations could reserve the rooms, and to include the location of the sweeper and cleaning equipment in closing instructions. The motion passed unanimously.

Policy review: *Bulletin Board and Literature Rack* The *Bulletin Board & Literature Rack Policy* is now renamed *Placement and Distribution of Physical Materials in the Library* on the recommendation of by attorney and librarian Kris Goss. Kate made a motion to approve the policy. Margy seconded the motion. The motion passed unanimously.

BOARD/DIRECTORS ANNOUNCEMENTS & COMMENTS

Kate said she could attend the online Tamarack meeting on October 16 at 6pm.

Dianne said she is retiring from the bank December 2027. She said she cannot state at this meeting if she would remain on the library board after retirement. Dianne's term expires May 2027. The board expressed regret at the possibility of losing Dianne.

The board will do their next training session of children

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

ADJOURNMENT Caitlin made a motion to adjourn at 4:45. Kate seconded the motion. All agreed.

Minutes by Denise Ard and Catilin Dunn