

**PUBLIC NOTICE**  
**North Valley Public Library Board of Trustees Meeting**

208 Main Street, Stevensville, MT 59870

Wednesday, August 16, 2023 at 3pm

**Meetings are open to the public.**

Community Room & Zoom

***Agenda***

- **CALL TO ORDER/ROLL CALL**
- **PUBLIC COMMENT<sup>1</sup>**
- **GUESTS**
- **FINANCES**
  - ❖ Budget for FY 2023-2024 to be passed for public review
  - ❖ Statement of Revenue – Budget vs. Actual
  - ❖ Statement of Expenditure – Budget vs. Actual
  - ❖ Cash Report
- **APPROVAL OF MINUTES**
- **ONGOING & UNFINISHED BUSINESS**
  - ❖ Continuing Education to meet State Library Standards
    - Review Board Continuing Education FAQ Administrative Rules of Montana (ARM)
  - ❖ Building plans, discussion & decisions
- **PUBLIC COMMENT**
- **BOARD/DIRECTORS ANNOUNCEMENTS & COMMENTS**
  - ❖ 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**

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<sup>1</sup> 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](mailto: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](http://northvalleylibrary.org/board—information).

# MINUTES

## North Valley Public Library Board of Trustees Meeting

Wednesday, August 16, 2023 at 3pm

**CALL TO ORDER/ROLL CALL** Dianne called the meeting to order at 3:05

### **BOARD MEMBERS PRESENT**

Dianne Snedigar, Chair

Victoria Howell, Vice Chair

Caitlin Dunn, Secretary

Margy Gilbertson

**BOARD MEMBERS ABSENT** Kim Tiplady

**GUESTS PRESENT** None

**STAFF PRESENT** Denise Ard, Director

### **FINANCES**

#### ***Budget for FY 2023-2024***

Denise added to the budget the anticipated \$7,500 in revenue from the Community Block Development grant towards the disabilities portion of the PAR and the \$2,500 matching funds from Farmer's State Bank for the PAR. She said she had not heard from the Town yet regarding the disbursement of the funds. Dianne called the Town during the meeting to inquire but no one answered so she left a message.

Denise walked through the prepared budget. Dianne suggested adding \$1,000 for electricity from cash reserve.

Margy made a motion to accept the General Fund budget that paid off the library's remaining Montana Board of Investments Intercap loan that refinanced the library building, and to appropriate \$1,000 extra for electricity from the cash reserve. Caitlin seconded. The motion passed unanimously.

Caitlin made a motion to approve the Library Depreciation Reserve budget with the corrected investment earnings income. Margy seconded the motion and the motion passed unanimously.

Victoria made a motion to accept the Permissive Medical Levy budget. Caitlin seconded the motion and the motion passed unanimously.

The board reviewed the notice of public hearings and found a few typos for Denise to correct. Denise will correct the notice of public hearings, send to the Bitterroot newspaper to be published, post notices on the website, give to the Town to post, post at the library, and send to Ravalli County. The passed budgets will be made available to the public to view before the hearings.

The board proofed the resolutions for the upcoming hearings and found one typo on the date to be corrected.

#### ***Financial Reports***

Caitlin moved to accept the June & July financial reports and Margy seconded the motion. The motion passed unanimously.

### **MINUTES**

Caitlin made a motion to accept the July 19 minutes with slight corrections, and the special meeting minutes from August 8, 2023. The motion passed unanimously.

## **ONGOING & UNFINISHED BUSINESS**

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

The board reviewed a question and answer sheet from the State Library on the criteria for board continuing education to meet the State standard. A quorum has to attend a conference. If watching webinars, but not at the same time, it meets the criteria as long as “trustees discuss and share what they learned in a regular meeting. Having the discussion as an agenda item provides documentation for meeting the standard.”

The board said they would appreciate Denise sending to them appropriate webinars with the link.

### ***Building plans, discussions & decisions***

#### ***Patron access to cellars, attics, and back room asbestos areas***

The board discussed a person that came into the library demanding access to restricted areas of the library. The areas are restricted because of mold, asbestos and structural issues. Denise contacted the DEQ. DEQ said areas with asbestos should not be entered. It puts not only the person at risk but others because asbestos fibers are very small, stay airborne for days, and can easily enter other areas of library if opening and closing doors to those areas. The particles can settle on surfaces. Victoria stated that releases are not legally binding.

The entire board agreed that it was a liability issue and safety issue. The board said the library could not put patrons and staff at risk and it could not be allowed. The board told Denise to instruct the staff to tell patrons that make such requests the following: “We understand your concerns and the board would like to address you personally. Will you please leave your contact name and information?”

The staff offered to show the person pictures of the restricted areas of the library but he was not interested. In spite of that, the board thought it would be a good idea to have that information handy if a person walked in wanting to know more about the problems with the buildings. They instructed that a binder of building issues be made. It should show pictures of mold, invoices etc. and be kept at the front desk to show patrons that want to know about the building problems.

### ***Open House***

Victoria said the Town Council was opposed to the idea of the library at the park and the board has heard that the Town also opposes running sewer and water to the site by the school. Victoria asked, “Where do we go from here? We are out of our element.” The board agreed they need some consultant help. The board would like to plan an open house for the community to talk about a new library. Dianne and Victoria said they have a meeting on Friday with Adaapta, recommended by DEQ, and will hear about the scope of their assistance. This was suggested as a first step, before deciding on an open house date. All agreed to this plan.

## **BOARD/DIRECTORS ANNOUNCEMENTS & COMMENTS**

Dianne said she did not mind going to the Spring Retreat & Meeting 2024 the last week of April in Polson.

## **ADJOURNMENT**

Margy made a motion to adjourn at 5:04. The motion passed unanimously.

Minutes by Caitlin Dunn and Denise Ard