

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

208 Main Street, Stevensville, MT 59870

Wednesday, April 20, 2022 at 3pm

**Meetings are open to the public.**

Community Room in-person.

***Agenda***

- Call to Order/Roll Call
- Public Comment<sup>1</sup>
- Guests
- Approval of Minutes
  - ❖ 3/16/22 Regular Meeting
  - ❖ 3/30/22 Special Meeting
  - ❖ 4/5/22 Special Meeting
- Finances
  - ❖ Statement of Revenue – Budget vs. Actual
  - ❖ Statement of Expenditure – Budget vs. Actual
  - ❖ Cash Report
- New Business
  - ❖ Policy Review
    - Child Safety Policy
  - ❖ For consideration: Black Mountain Assets Manager software for next year's budget
- Ongoing & Unfinished Business continued
  - ❖ Building plans, discussion & decisions
    - MMW Architects
    - Stevensville Community Center
  - ❖ Covid related issues & policies
- Public Comment
- Board/Director Announcements & Comments
- 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).

**North Valley Public Library**  
Minutes Board of Trustees Meeting  
Wednesday, April 20, 2022 at 3pm

**CALL TO ORDER/ROLL CALL**

Victoria Howell called the meeting to order at 3:01 pm.

**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** No guests were present

**APPROVAL OF MINUTES**

Caitlin made a motion to approve the minutes from the March 16, March 30 and April 5 and Dianne seconded. The motion passed unanimously.

**FINANCES**

Dianne made a motion to approve the financial reports and Kim seconded. There were no questions. The motion passed unanimously.

**NEW BUSINESS**

**Child Safety Policy**

The board reviewed the Child Safety Policy as per the requirement of the State Library Standards to review policies. Leon made a motion to approve the Child Safety Policy with no amendments from the version previous approval on 2/20/2019. Kim seconded the motion. The motion passed unanimously.

**For consideration: Black Mountain Assets Manager software for next year's budget**

Denise said she created an asset and inventory list for the library in Excel. She wonders if the board is interested in the Asset Manager module offered by Black Mountain software. Kim asked if it was cloud based and Denise said it was and integrated to their current Black Mountain Accounting and in the future they could mark bills to be added to the inventory. The board was interested in the purchase option, rather than the subscription option and asked Denise to contact Black Mountain and find out how long the purchase option is available.

**ONGOING & UNFINISHED BUSINESS**

**Building plans, discussion & decisions**

The library board wondered if the board of the future Stevensville Community Center had to pay property taxes because that would be a factor in collaboration.

The Library Board and Director are interested in some collaboration with the future Stevensville Community Center but

unsure of the scope of the collaboration because there is no community center currently, there is no community center staff, and the community center indicated reluctance with having staff so the Library Board and Director are not clear on how and what services the community center will be contributing, or their mission. The board decided it has to move forward with the preliminary architecture report (PAR) so the board decided that Victoria should contact MMW Architects and inform principal architect, Jacob Wright, that the board is interested in a generic PAR that does not focus on a particular piece of land. The PAR should focus on the library having its own building on a generic piece of land, but the board may amend the PAR for potential collaboration with the Stevensville Community Center. Victoria will also tell MMW that the board would like any items that have to do with the future Stevensville Community Center to be line itemed because the library board would like the SCC to pay for those costs. Victoria will contact Bob from the board representing the future Stevensville Community Center and tell him that the library board has decided to stick with the PAR as it was proposed and let him know that the board is interested in locating the library to their land location.

#### **COVID-19 POLICIES AND PROCEDURES**

No changes.

#### **BOARD/DIRECTOR ANNOUNCEMENTS & COMMENTS**

None.

#### **ADJOURNMENT**

Adjourned at 4:40

Minutes by Denise E. Ard & Caitlin Dunn