

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

208 Main Street, Stevensville, MT 59870

Wednesday, June 19, 2024, at 3pm

**Meetings are open to the public.**

Community Room

***Agenda***

- **CALL TO ORDER/ROLL CALL**
- **PUBLIC COMMENT<sup>1</sup>**
- **GUESTS**
- **APPROVAL OF MINUTES**
  - ❖ Corrected minutes from 2/21/2024
  - ❖ Board minutes from special meeting 5/23/2024
- **FINANCES**
  - ❖ Certificate of Deposit matures 6/24/2024. Funds available for 10 days.
  - ❖ Statement of Revenue – Budget vs. Actual
  - ❖ Statement of Expenditure – Budget vs. Actual
  - ❖ Cash Report
- **NEW BUSINESS**
  - ❖ Estimate for easing floor transition between Rasmussen and the other building with public PCs.
  - ❖ Policy review/update: Cash Handling, Check, Credit Card & Reimbursement Policy
  - ❖ Review/update Board bylaws
  - ❖ Budgeting wages
- **ONGOING & UNFINISHED BUSINESS**
  - ❖ Building plans, discussion & decisions
    - Updates on conferring with County on Bid/procurement process for land and new build.
  - ❖ Foundation
  - ❖ Strategic Planning
- **PUBLIC COMMENT**
- **BOARD/DIRECTORS ANNOUNCEMENTS & COMMENTS**
  - ❖ Animal Wonders, Thursday August 22: 4pm children’s session, 6pm adult session.
  - ❖ Director’s upcoming vacations: July 5-10, Sept 2-Sept 6.
- **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 OF THE NORTH VALLEY PUBLIC LIBRARY BOARD OF TRUSTEES

Wednesday, June 19, 2024, at 3pm

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

Board Present: Dianne Snedigar (by phone), Margy Gilbertson, Kim Tiplady, Victoria Howell

Board Absent: Caitlin Dunn

Staff Present: Denise Ard, Library Director

**PUBLIC COMMENT** No public was present therefore there was no public comment.

**GUESTS** No guests attended.

### APPROVAL OF MINUTES

**Corrected minutes from 2/21/2024** The only correction was the name of the floor contractor. The minutes were updated to read Ben, Smith, Few Tiles LLC. The previous minutes said the board accepted a bid from Loren's Carpet One. That was incorrect. The reason for this error was Ben Smith submitted his bid on a sheet that said, "Loren's Carpet One." When the director received the invoice for the completed work and saw the invoice read Few Tiles LLC, she questioned Ben Smith about the discrepancy, and he responded, "Ben Smith is my name, Few Tile is my LLC... Lorens carpet let me use their bid sheet as a template for mine years ago." Kim made a motion to approve the corrected minutes from 2/21/2024 and Victoria seconded the motion. The motion passed unanimously.

### Board minutes from special meeting 5/23/2024

Margy made a motion to approve the regular meeting minutes from 5/23/2024 and Kim seconded the motion. The motion passed unanimously.

### FINANCES

**Certificate of Deposit matures 6/24/2024.** Dianne said that Farmer's bank is offering another CD special for 5 months at 4.75% and will yield 4.8. The board asked Denise if the library needed that money in the next 5 months and Denise said they did not. Victoria moved to renew the CD and Kim seconded the motion. The motion passed unanimously.

**Financial Reports** Dianne asked Denise if there was anything on the finances she needed to point out. Denise said the library is expecting more property taxes this fiscal year.

Regarding expenditures, Denise said that office and library supplies are overspent, and the amount needed varies from year-to-year. One year the budget was \$5,000 and the library did not spend it all. She said the amount on the report indicates \$2,140.33 on supplies for the year but a grant was received for supplies and the Foundation paid \$2,730 worth of supplies for the library, so the total needed for supplies for the library was closer to \$5,000. Denise said she would budget at least \$5,000 for the upcoming fiscal year. She also said the library was not finished buying supplies for the fiscal year because the library needed to purchase copier paper and a few other items. She said June's report will show more overspent on that line item. Denise pointed out that the cost of MontanaLibrary2Go for electronic books and electronic audiobooks was more than anticipated, as was the Montana Shared Catalog cost. Victoria said the bottom line still looked good. Dianne asked why professional development was over and Denise said it was because she attended the Montana Library Association conference in Butte.

Kim made a motion to approve the financial reports and Margy seconded the motion. The motion passed unanimously.

### NEW BUSINESS

**Estimate for easing floor transition between Rasmussen and the other building with public PCs.** The board looked at the issue with the floor in front and back of the circulation desk. Dianne said she is in favor of the project because it is a

safety issue. Victoria made a motion to accept the bid and Kim seconded. The motion passed unanimously.

### **Policy review/update: Cash Handling, Check, Credit Card & Reimbursement Policy**

Denise said Darla Erikson from the Local Government Services Bureau State Financial Division gave a training at Tamarack Federation conference. Erikson talked about audits and recommended practices for government finances. As a result of that training, Denise thought that the policy should be revised. The changes add more checks and balances. The board agreed that the backup person paying the bills could not be the Director because the Director is a signature and reconciles the bank accounts. The board agreed there should be better cross training. The Assistant to the Director, in charge of accounts payable, should train two other staff members; they should be trained so well that someone can step right in. The backup should do the bills even if she is gone for a week. The goal is to have someone who practices and does not have to ask her questions, and can step right in. Margy made a motion to approve the updated policy and Kim seconded the motion. The motion passed unanimously.

### **Review/update Board bylaws**

A recommendation at Tamarack from Ashley Kent, Associate Director for the Montana State University Extension Local Government Center (LGC), was that if library boards do not use formal Robert's Rules of Order, that the bylaws should state "informal" Robert's Rules of Order. Kim made a motion to make this change to the bylaws and Margy seconded the motion. The motion passed unanimously.

### **Budgeting wages**

Denise proposed giving roughly a 4% increase for most of the staff. She asked for a bigger bump for two staff she said were underpaid and a bigger bump for herself on her 10-year anniversary, pointing out for her experience level, education, and contributions she is underpaid in comparison with North Lake and Bitterroot. She said she knows NVPL cannot compete with Bitterroot and not asking for that. She also highlighted a few of her accomplishments. She said in the past she has taken smaller increases so staff could have more. The board said they were concerned if the library could afford the increases. They asked if there was anything Denise knew the library needed and Denise said the library needed new patron computers. She said two grants were submitted; Five computers were requested from the Rapp Foundation and six were requested from Ravalli Electric Power of Change. Kim said the library might not get the grants. The board asked about tax increases over the years and Denise showed them the Determination of Tax Revenue and Mill Levy Limitations from Ravalli County and Kim calculated the increases over the last three years. It was decided the library could afford it. Victoria made a motion to approve the wage increases and Kim seconded. The motion passed unanimously.

## **ONGOING & UNFINISHED BUSINESS**

### **Building plans, discussion & decisions**

Dianne and Denise told the board about a meeting they had with Rob Horlacher and James Higginson. Horlacher and Higginson offered to take the information from the architect's preliminary report and suggest some cost-cutting ideas. They said they could do this free of charge. Then the board will be closer to having what they need to publish a Request for Proposal (RFP). Horlacher and Higginson said they already saw three areas for cost cutting. They said popouts in walls cost money. Every time a wall comes out past the rest of the wall it costs more. They said a shed roof would cost less and require less upkeep; they said we would not want snow from the pitched roof to go onto a flat roof. They said there were some options for glass separation that are more cost effective. They said they could suggest quality building materials that are cost effective to include in standard RFP. Denise reported to the board that she told Horlacher and Higginson that the library was all about cutting costs. The board said that sounded great.

**Updates on conferring with County on Bid/procurement process for land and new build.** It was decided to wait until Higginson and Horlacher have worked on the above mentioned before following up with the County.

**Foundation**

The Foundation said at their meeting that decisions on land and the building are required before they can go to funders. Carla said they cannot approach funders with a tentative plan so they will wait for more concrete information and decisions. Margy said she thought the Foundation would have a yearly author soiree.

**Strategic Planning** Denise will add one more item to the strategic plan and present a clean version at the next board meeting to review.

**PUBLIC COMMENT** No public was present therefore there was no public comment.

**BOARD/DIRECTORS ANNOUNCEMENTS & COMMENTS**

Animal Wonders, Thursday August 22: 4pm children's session, 6pm adult session.

Director's upcoming vacations: July 5-10, Sept 2-Sept 6.

**ADJOURNMENT** The meeting adjourned at 4:16.

Minutes by Denise Ard