

PUBLIC NOTICE
North Valley Public Library Board of Trustees Meeting

208 Main Street, Stevensville, MT 59870

Wednesday, April 19, 2023 at 3pm

Meetings are open to the public.

Community Room

Agenda

- Call to Order/Roll Call
- Public Comment¹
- Guests
- Approval of Minutes
 - ❖ 03/07/2023 Special Meeting
 - ❖ 03/15/2023 Regular Meeting
- Finances
 - ❖ Statement of Revenue – Budget vs. Actual
 - ❖ Statement of Expenditure – Budget vs. Actual
 - ❖ Cash Report
 - ❖ Interest bearing account
 - ❖ Budget including but not limited to:
 - Cleaners
 - Building and Liability Insurance (if quotes are available as of meeting date)
 - Technology & Telecommunications
 - Mortgage
- New Business
 - ❖ Agenda items
- Ongoing & Unfinished Business
 - ❖ Building plans, discussion & decisions, including updates and decisions regarding the Preliminary Architectural Report & EPA's Brownfields Program
 - Foundation input and the Board giving the Foundation direction regarding new building
 - ❖ Continuing Education
- Public Comment
- Board/Director Announcements & Comments
 - ❖ Reminder: next meeting with architect.
 - ❖ Reminder: Tamarack Federation is Fri., April 28 and Sat. April 29 at Missoula Public Library.
 - ❖ Please mark your calendars for budget deadline/meetings
 - Wed., 8/16/2023 pass a budget for public review; **Wed., 9/6/2023** budget hearing
 - Wed., 8/21/2024 pass a budget for public review, **Thu., 9/5/2024** budget hearing
- 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, April 19, 2023 at 3pm

CALL TO ORDER/ROLL CALL

Caitlin Dunn called the meeting to order at 3:02 pm.

BOARD MEMBERS PRESENT

Caitlin Dunn, Secretary

Kim Tiplady

Victoria Howell, Chair was present by phone due to emergency and asked Caitlin Dunn to chair the meeting and left the meeting at 3:58

BOARD MEMBERS ABSENT Dianne Snedigar, Vice Chair

STAFF PRESENT Denise Ard, Director

PUBLIC COMMENT No public were in attendance so there was no public comment.

GUESTS Margy Gilbertson, an incoming Trustee in May, and Sara Senn from the Foundation

APPROVAL OF MINUTES Kim made a motion to approve the minutes of both the 3/7/23 special meeting minutes and the 3/15 regular board meeting minutes and Caitlin seconded the motion. The motion carried unanimously without any amendments or additional discussion.

FINANCES

Financial Reports

Kim made a motion to approve financial reports and Caitlin seconded the motion. The motion carried unanimously without any additional discussion.

Interest bearing account

Caitlin made a motion to move \$44,000 into a seven-month CD offered by Farmers State bank at 4.25% interest rate, and Kim seconded the motion. The motion carried unanimously.

Budget

- **Cleaners:** Kim made a motion to change cleaning contractors and engage Garden City Janitorial to clean 3 times a week as soon as possible. Caitlin seconded the motion. The motion carried unanimously.
- **Building & Liability Insurance:** Quotes were not received by the meeting so this agenda item was tabled until next month.
- **Technology & Telecommunications:** Kim made a motion that the library engage Kelley for our new VOIP phones and Caitlin seconded the motion. The motion carried unanimously.
- **Mortgage:** Victoria suggested that this agenda item be tabled until next month when they could get Dianne's expertise opinion as a banker. Kim made motion to table the agenda item until next month and Victoria seconded. The motion carried unanimously.
- **Budget other:** The board directed Denise to prepare the budget with less for books & programming with the hopes of using that money towards new construction and the possibility of getting grants for the difference.

NEW BUSINESS:

There was no new business except to ask the board if they liked budget and other financial info under the finances or wanted it under new business. They liked it under finance.

ONGOING BUSINESS:

Building plans, discussion & decisions, including updates and decisions regarding the Preliminary Architectural Report & EPA's Brownfields Program

- **Foundation input and the Board giving the Foundation direction regarding new building:** Sara Senn reported that the Foundation had a meeting with consultant Stu Wilson, who gave an overview on running capital campaigns. Sara reported her takeaways.
 - A feasibility study was an important part of the process and would probably cost \$25,000-\$30,000. Feasibility study is 85% accurate on how much you can get in donations.
 - Stu said the Foundation would need to get at least at least one million dollar donation, and quite a few \$500,000 donors for the campaign to be successful.
 - There should be a committee for the capital campaign and for the bond campaign.
 - Bond should come before the capital campaign and since the feasibility study lets you know how much you can reasonably raise in donations, it also lets you know how much your bond needs to be.
 - Sara said the next Foundation meeting was on Monday, May 1 and at that meeting they will suggest a strategy meeting between the Foundation and the board for next steps.
 - Sara said a getting a good firm to do the feasibility study would mean they do the legwork to identify donors but that actual community members should be the ones to make the actual asks and contact.
 - It was decided in light of the information from Stu and the architects estimated cost for a new building that the Naming Policy would need to be updated with more realistic donor levels and the Foundation should look at it first and give their suggestions to the board.
 - Sara thinks the forest service grant aligns with the what the architects presented so will continue to gather information and set up a meeting with Darby about their experiences with the hopes that the board will attend.

Victoria having found out that there was no more business that required a vote, left the meeting at 3:55

Continuing Education

Kim and Caitlin said getting training at Tamarack was an issue. They said the easiest would be if board members watched the training *Build Your Political Literacy Skills for Advocacy* (WebJunction) on their own time rather than at the board meeting, and have it as an agenda item to discuss at the next meeting.

PUBLIC COMMENT No additional public comment.

ANNOUNCEMENTS & COMMENTS

May 2 is the next architect meeting at 10 am.

Upcoming budget meeting and budget hearings:

Wed., 8/16/2023 pass a budget for public review; **Wed., 9/6/2023** budget hearing

Wed., 8/21/2024 pass a budget for public review, **Thu., 9/5/2024** budget hearing

Kim said she would attend the 8/16/2023 meeting by phone.

Board was given an emergency guide handout to take home.

ADJOURNMENT

Caitlin made a motion to adjourn and Kim seconded. The board adjourned at 4:15

Minutes by Denise E. Ard and Caitlin Dunn