

PUBLIC NOTICE

North Valley Public Library Board of Trustees Meeting

208 Main Street, Stevensville, MT 59870

Wednesday, April 10, 2024, at 3pm

Meetings are open to the public.

Community Room

Agenda

- **CALL TO ORDER/ROLL CALL**
- **PUBLIC COMMENT¹**
- **GUESTS**
- **APPROVAL OF MINUTES**
- **FINANCES**
 - ❖ Statement of Revenue – Budget vs. Actual
 - ❖ Statement of Expenditure – Budget vs. Actual
 - ❖ Cash Report
- **NEW BUSINESS**
 - ❖ Capital campaign start date.
 - ❖ Window treatments for Community Room
 - ❖ Policy Review: Emergency Closures Policy
 - ❖ Budgeting wages – Desk staff scheduled 30 minutes or 1 hour before opening.
- **ONGOING & UNFINISHED BUSINESS**
 - ❖ Building plans, discussion & decisions
 - Updates on conferring with County on Bid/procurement process for land and new build.
 - Floor of the Rasmussen
 - ❖ Strategic Planning
- **PUBLIC COMMENT**
- **BOARD/DIRECTORS ANNOUNCEMENTS & COMMENTS**
 - ❖ **Upcoming:**
 - Denise attending Montana Library Conference April 17-20, Butte
 - Denise attending Tamarack April 26-27, Polson with Dianne and Margy
 - May Board meeting: May 22
- **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, April 10, 2024, at 3pm

CALL TO ORDER/ROLL CALL Dianne called the meeting to order at 3:01

Board Present: Dianne Snedigar, Margy Gilbertson, Kim Tiplady, Caitlin Dunn, Victoria Howell

Board Absent: None

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 Caitlin made a motion to approve the special minutes from March 13 and Margy seconded the motion. The motion passed unanimously.

Kim made a motion to approve the regular meeting minutes from March 20 and Caitlin seconded the motion. Dianne said her surname needed to be corrected because two letters were transposed. The motion passed unanimously with the correction.

FINANCES Denise pointed out a few things on the reports. Revenue report: She entered interest from a certificate of deposit (CD) retroactively. The CD was not cashed out but reinvested, however, the bank declared the interest on a tax document for 2023 so Denise entered a revenue voucher for the period of 11/23. She also pointed out that it was unlikely the library would receive the same number of contributions from private sources as they did the previous year. She also did not anticipate receiving the budgeted revenue for permissive medical, and possibly other taxes this fiscal year, and mentioned the county did not tax the full amount as per letters the public received. Expenditure report: Denise said travel and continuing education would be overspent because she was going to the Montana Library Association conference. Caitlin made a motion to approve the financial reports and Kim seconded the motion. The motion passed unanimously.

NEW BUSINESS

Capital campaign start date. Tabled until later in the agenda.

Window treatments for Community Room Sun in the windows disturbs programming in the community room, and patrons working in the front of the library. Denise saw professional looking shades at other businesses in the area that block sun and still allow a view outside. The quote was \$1,855 for four library windows and installation in the community room and main library. Denise was asking permission to request the shades in a grant. Victoria made a motion to allow the inclusion of solar roller shades in a grant request and Kim seconded the motion. The motion passed unanimously.

Policy Review: Emergency Closures Policy the board reviewed both the Emergency Closure Policy and the Standard Operating Procedures on emergency closures since the procedures are referred to in the policy. A lot more details were added to the procedures and the policy for weather closures on making determinations and detailed procedure on notifications. Kim made a motion to amend the Emergency Closure Policy to the suggestions given by the director in green and Caitlin seconded the motion. The motion passed unanimously.

Budgeting wages – Desk staff scheduled 30 minutes or 1 hour before opening. Kim made a motion that two front desk employees can start 30 minutes before opening or one employee can start 1 hour before opening. This will go into effect on July 1, 2024. Currently, front desk employees should use that extra 30 minutes for training. In the new fiscal year front desk employees can request 30 minutes or 1 hour training time at their

convenience and do so when a workstation is open. Caitlin seconded the motion. The motion passed unanimously.

ONGOING & UNFINISHED BUSINESS

Building plans, discussion & decisions Victoria said she sent an official email to the mayor and the town councilmember Stacie Barker, who serves on the park board, requesting a meeting. She said she received no reply to her request. Based on the continued lack of interest from the Town, and the survey results reported in the Adaapta Community Engagement Survey received a few days earlier, the board has concluded there is not enough support for the land options at the park or the school. The most viable option for land is the land at 116 Red Willow Dr. Caitlin said although Red Willow was a little past town, the land is still on Main Street and close, so she is satisfied with it, knowing that a sidewalk, and access can be part of the project. The board also noted the land is outside of the Town of Stevensville limits, so within Ravalli County's jurisdiction, and Dianne Snedigar was assured by Councilmember Greg Chilcot that Ravalli County is supportive of the library's new building goals. The board will pursue the 116 Red Willow Dr. option and consult with Ravalli County to follow the County's requirements including public notice, bidding, and any other legal requirements.

Victoria voiced concerns that the public is not aware of the 116 Red Willow Dr. land now being considered, and that the public should be informed. Denise said she could write an article for the paper. The board thought that was a good idea. Denise will write a piece and Dianne will approve and proof it before it is submitted for publication to the *Bitterroot Star*.

Updates on conferring with County on Bid/procurement process for land and new build. Dianne will email Ravalli Commissioner Greg Chilcott and ask to be on their meeting agenda on May 22 at 3:30 in lieu of a regular board meeting at the library.

Capital Campaign start date. Caitlin made a motion to advise the Foundation that the board approves the commencement of the capital campaign. Margy seconded the motion and the motion passed unanimously.

Floor of the Rasmussen Ben Smith completed floor repairs in five areas in the Rasmussen building. There are two more areas that he needs to bid upon and repair.

Strategic Planning The board discussed the strategic plan and made suggestions. The Foundation will be an ongoing agenda item. Denise will revise the draft strategic plan based on comments made by the Board and present a clean version at a later board meeting to review.

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

BOARD/DIRECTORS ANNOUNCEMENTS & COMMENTS

Denise is attending Montana Library Conference April 17-20, Butte

Denise is attending Tamarack April 26-27, Polson with Dianne and Margy

May Board meeting will be May 22 and possibly be at the County instead of at the library. If a meeting is granted regular business such as approval of minutes and finances will not be conducted in May and conducted in June.

ADJOURNMENT The meeting adjourned at 5:09.

Minutes by Denise Ard and Caitlin Dunn