

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

208 Main Street, Stevensville, MT 59870

Wednesday, March 19, 2025, at 3pm

**Meetings are open to the public.**

**Join by Zoom:**

<https://us06web.zoom.us/j/3106946433?pwd=TldsaxdOMi9sd3hncDcvSUdhVm1YUT09&omn=82171216917>

**Meeting ID: 310 694 6433**

**Passcode: 062822**

***Agenda***

- **CALL TO ORDER/ROLL CALL**
- **PUBLIC COMMENT<sup>1</sup>**
- **GUESTS** Cara Orban from the State Library will present a training on Ensuring ethical and legal communications & actions, with special emphasis on what is, and is not, allowed when fundraising, going for bids, & ballot measures.
- **APPROVAL OF MINUTES**
  - ❖ Board minutes from 2/19/2025.
- **FINANCES**
  - ❖ Chair compares the monthly bank statement to reconciliation report.
  - ❖ Statement of Revenue
  - ❖ Statement of Expenditure
  - ❖ Cash Report
  - ❖ Paying with credit card by EFT rather than check
- **NEW BUSINESS**
- **ONGOING & UNFINISHED BUSINESS**
  - ❖ New building plans, discussion & decisions
    - Review updated floor plan to allow for savings and efficiency. If the board approves, then the architect can send plans that include plumbing, electrical etc. so that there are biddable plans.
  - ❖ Foundation
- **PUBLIC COMMENT**
- **BOARD/DIRECTORS ANNOUNCEMENTS & COMMENTS**
  - ❖ Continuing Education for the Board
    - Tamarack, Friday April 25-Saturday, April 26
- **ADJOURNMENT**

---

<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, March 19, 2025, at 3pm**

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

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

Board Present by Zoom: Victoria Howell.

Board Absent: None.

Staff Present: Denise Ard, Library Director.

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

**GUESTS** Donna Bainbridge from the North Valley Public Library Foundation attended by Zoom. Cara Orban from the State Library was present to give a presentation.

**ONGOING & UNFINISHED BUSINESS** was moved up in the agenda.

**New building plans, discussion & decisions**

**Review updated floor plan to allow for savings and efficiency. If the board approves, then the architect can send plans that include plumbing, electrical etc. so that there are biddable plans.**

The board looked at the new layout provided by Robb Horlacher's architect (*See Appendix I for updated layout*) and compared it with the previous MMW layout. The board reviewed the Foundation and Friends comments on needed storage. They also discussed a comment from a staff member that the restroom and kitchen should not share a wall. The board said the proposed layout was for plumbing savings, and they wanted maximum flexibility with makerspace access, so they liked it as it was, and the board members said many homes have a restroom off of the kitchen so disagreed that it was an issue.

The changes were made for efficiency in building and saving money. 1. simplified the exterior by straightening walls to make it way more affordable to build without making it "boring." 2. eliminated hallways for more efficiency and affordability and made some of the rooms a little bigger. 3. added kitchen and made the kitchen, the maker's space, bathrooms and multipurpose room isolatable for after-hours use. 4. moved the mechanical and fire rooms to allow runs through the building shorter leading to a substantial savings.

This is a layout plan only, not a finished plan with closets, cupboard areas, shelves, half-walls, sinks.

Kim made a motion to approved the layout, with the following understandings: a door to access the children's room from inside the building; a janitor closet in the most appropriate spot, possibly mechanical room or possibly between restroom and kitchen; that there was enough storage for Foundation/Friends as well as the library itself; that there was a minimum of two utility sinks, one of which is in the makerspace; and that there was potential for a drive-up bookdrop where items land inside the library building, preferably near the circulation area. Caitlin seconded the motion. The motion passed unanimously.

Rob Horlacher dropped in to answer questions about layout and explain the process and upcoming plans. He said he will add the land price to the bid. Everyone that bids will have the same access.

**STATE LIBRARY TRAINING BY CARA ORBAN** Cara gave training on understanding the law and roles in managing contracts and procurement processes. *See Appendix II for training agenda, handouts, and notes.*

**APPROVAL OF MINUTES** Caitlin made a motion to approve the 2/19/2025.minutes. Margy seconded the motion. The motion passed unanimously.

## **FINANCES**

**Reconciliation Report.** The Chair compared the monthly bank statement to the accounting reconciliation report and signed it.

**Financial Reports.** Denise said she verified that the interest was added to the CD in Black Mountain and the \$46,961.05 on the Cash Report was correct. The Expense Report shows that Lib Sup & Equip- GRANT is over \$896.54 from the original appropriation. Denise said that was because a grant from Rapp in the amount of \$893.78 was received after the budget was completed and the Department of Administration said that they could spend grants and extra money receive, even if not appropriated, and could do so without a budget amendment.

Dianne noticed OneCall automated calling was \$90 over the original appropriation. Denise said they anticipated a drop in making phone calls because of texts and emails but that was not the case, and that the library spent all its credits so that line might increase before the fiscal year ends.

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

**Paying with credit card by EFT rather than check** Vicotria made a motion to pay credit card invoices by EFT, on the condition that the Director approves the expenses on the Claim Approval list before the transfer is made by the Administrative Assistant or the assigned substitute. Kim seconded the motion. The motion passed unanimously.

## **NEW BUSINESS**

There was no new business.

## **ONGOING & UNFINISHED BUSINESS**

There was no further ongoing & unfinished business than that above that was moved up in the agenda.

**PUBLIC COMMENT** No public joined the meeting so there was no public comment.

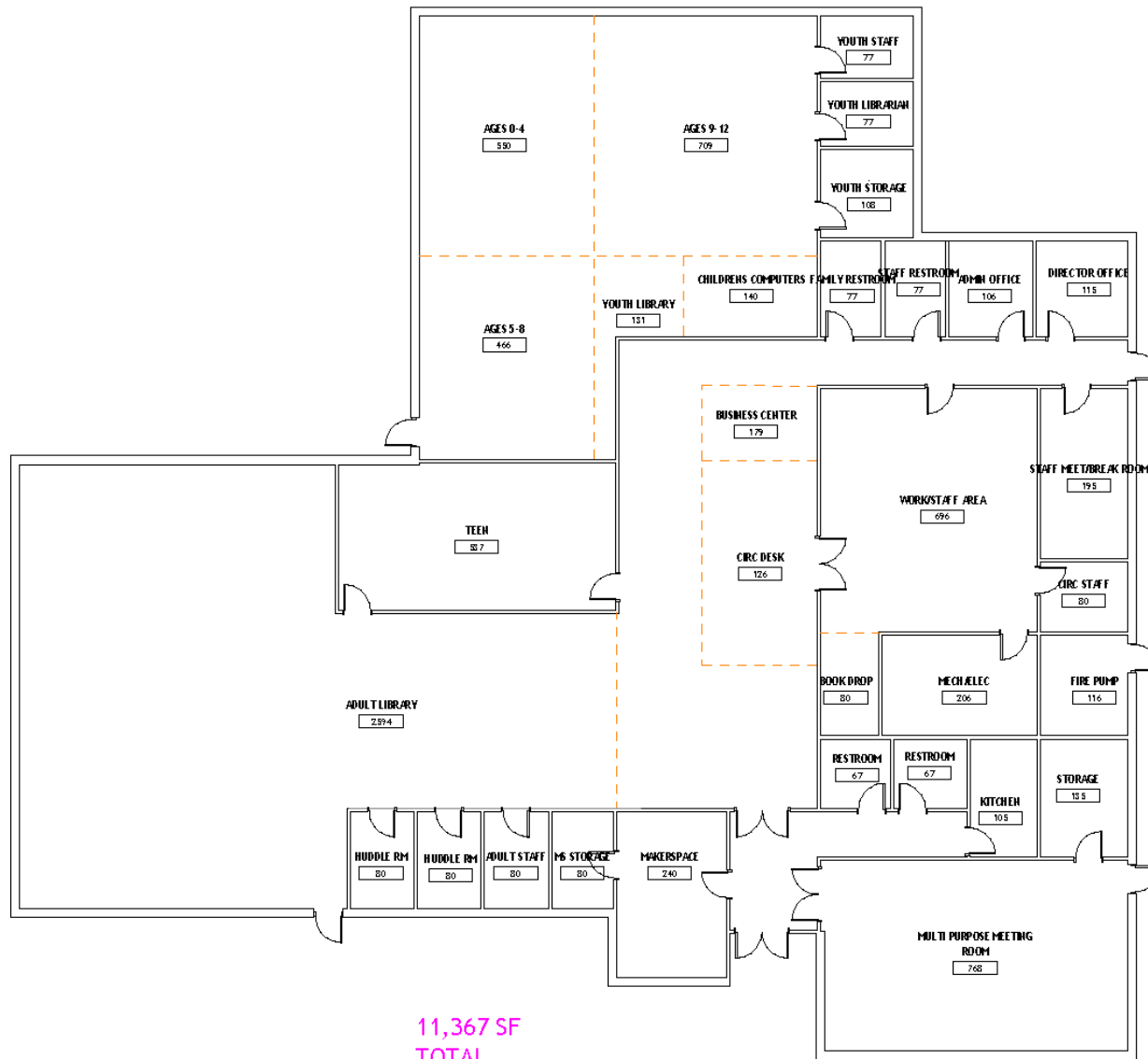
**BOARD/DIRECTORS ANNOUNCEMENTS & COMMENTS** Margy announced that there is a program on strokes at the library on March 27 at 6pm and she will be sharing her story.

Caitlin said she is planning on attending the Tamarack meeting Friday April 25-Saturday April 26 in Polson. Denise said Carla from the Foundation will be speaking.

**ADJOURNMENT** Margy made a motion to adjourn at 5:22 and Kim seconded.

Minutes by Caitlin Dunn and Denise Ard

APPENDIX I



## APPENDIX II – Training agenda, handouts, and notes

### North Valley Public Library District – Board Training

March 19, 2025 – 3:00pm

#### Outcomes:

- Understand the law and roles in managing contracts and procurement processes.
- Understand the Open Meeting Law and how to comply with the law.
- Understand the law and roles in fundraising and campaigns - what to do and what not to do.

#### Outline:

Power and responsibility of the district library board in managing procurement and contracts

- What the law says
- What this means for boards
  - Contract and procurement process - roles and responsibilities

#### Open Meeting Law

- What the law says
- What this means for boards
  - Requirements for holding an open meeting

#### Code of Ethics and Fundraising

- What the law says
- What this means for boards
  - Fundraising
  - Campaign committee participation

Wrap-up: questions and next steps for the board

## Standard Timeline for a Formal Binding Bid or Proposal [from Ravalli County Procurement Policy]

The procurement process for Ravalli County:

Dollar Amount and Type of Bid/Quote

- \$1 - \$999 Phone or catalog quote
- \$1,000 - \$24,999 Written bid/quote required (formal bid not mandatory)
- \$25,000 & above Written formal binding bids or proposals required

**Step one:** RFP committee, composed of at least one trustee, the director, a foundation member, and perhaps a community member – draft the **RFP document and scoring criteria [see examples]**

- Board approves these documents at a publicly noticed meeting

*MCA 18-4-303(4): Bids must be unconditionally accepted without alteration or correction, except as authorized in this chapter. **Bids must be evaluated based on the requirements set forth in the invitation for bids**, which may include criteria to determine acceptability, such as inspection, testing, quality, workmanship, delivery, and suitability for a particular purpose.*

**Step two:** The board will run legal ads for two consecutive weeks in a local newspaper.

- **Director: Posts legal ad in paper on behalf of board [see LEGAL AD example for RFP or RFQ]**
- **Board: Approves ad**

*18-2-301. Bids required – public notice*

*providing public notice for 3 consecutive weeks\*, calling for sealed bids to perform the work, and stating the time and place bids will be considered. Notice may include electronic notification, publication in newspapers of general circulation, or other appropriate means.*

*18-4-303. Competitive sealed bidding. (1) An invitation for bids must be issued and must include a purchase description and conditions applicable to the procurement.*

*(2) Adequate public notice of the invitation for bids must be given a reasonable time before the date set forth in the invitation for the submission of bids, in accordance with rules adopted by the department. Notice may include publication in a newspaper of general circulation at a reasonable time before the bid submission deadline.*

\*State agencies must provide 3 consecutive weeks of notices; Ravalli County only requires 2 weeks.

**Step three:** Bids/proposals must be sealed and turned in no sooner than 7 days but no longer than 30 days after the last legal ad has run.

- **Director: Collects bids/proposals**
- **Board:**

*There may be a period for potential respondents to submit written questions about the RFP. The board must respond to these questions in writing and make the answer available to all respondents by a deadline that is set before the deadline for proposals. Include this in your timeline in the legal ad.*

**Step four:** All bids/proposals will be opened by the board on the date and time specified in the notice.

- **Director:**
- **Board: Opens bids/proposals at a publicly noticed meeting**

**Step five:** The RFP committee should then be given a period of time to individually score the proposals before meeting together again in a publicly noticed meeting.

Committee members should INDIVIDUALLY score the proposals based on the criteria established in the RFP. Proposals must be evaluated solely on the stated criteria listed in the RFP. Only material presented in the written proposals, clarifications, and vendor demonstrations can be considered in the evaluation. *Include a written justification for each scoring category.*

- **RFP committee: Individually score RFP proposals based on board-approved criteria**

**Step six:** Once the proposals have been evaluated and scored by individual committee members, the entire committee will meet at a publicly noticed meeting to discuss the proposals and arrive at the final scoring.

- **RFP committee: meet in publicly noticed meeting to share individual scores and decide upon a final cumulative score. Decide upon recommendation to share with the board.**

**Step seven:** Provide public notice of intent to award a contract.

*MCA 18-4-304(7): Prior to awarding a contract, **the department shall provide to the public notice of intent to award a contract and of 7 days to submit written comments regarding the proposed award.***

- **Director: Posts notice of intent to award contract**
- **Board: Provides notice of intent to award contract; receives written comments**

**Step eight:** The board meets at a publicly noticed meeting to vote on the recommendation from the RFP committee. If a bid or proposal is accepted, a contract will be issued as soon as practicable after board approval. The board reserves the right to refuse or reject any and all bids.

- **Director:**
- **Board: Meets at publicly noticed meeting to vote on whether to accept RFP committee proposal**

*MCA 18-4-303(6): If an award is made, it must be made with reasonable promptness by **written notice to the lowest responsible and responsive bidder** whose bid meets the requirements and criteria set forth in the invitation for bids, including the preferences established by Title 18, chapter 1, part 1. If all bids exceed available funds as certified by the appropriate fiscal officer and the lowest responsible and responsive bid does not exceed the funds by more than 5%, the*

director or the head of a purchasing agency may, in situations in which time or economic considerations preclude resolicitation of a reduced scope, negotiate an adjustment of the bid price, including changes in the bid requirements, with the lowest responsible and responsive bidder in order to bring the bid within the amount of available funds.

**Step nine:** Work with successful respondent to finalize and sign contract [See contract document example]

- **Director: Ask Commissioners' Office Administrative Assistant for guidance on paperwork for the Contract for Services; full packet for Recording; ensuring bid and performance security (if necessary), as well as 1% withholding forms and payments.**
- **Board: Contact successful respondent; negotiate and sign contract**

### *Bid Bonds*

- Bid Bond - A type of bond that protects the board in a bidding process. It is a guarantee that the bidder provides to the board to ensure that if the bidder fails to honor the terms of the bid, the board will be compensated.
- A bid bond is typically obtained through a surety agency, such as an insurance company or bank, and helps guarantee that a contractor is financially stable and has the necessary resources to take on a project.
- The bid bond is intended to keep frivolous bidders out of the bidding process.
- If the lowest bidder fails to honor these commitments, the board is protected, up to the amount of the bid bond, usually for the difference between the low bid and the next higher responsive bid.

### *MACo: Bid Bond*

- *Required. MCA 18-1-201 requires bid security for all bids solicited by a county, school district, municipality, irrigation district, or other "public authority."*
- *Notice. MCA 18-1-202(1) requires that notice of the bid bond requirement be included in the "advertisement, request, or solicitation" for the bid. Must specify that a bid bond, guarantee bond, surety bond, cash, cashier's check, certified check, bank money order, or bank draft may be used to meet the requirement.*
- *Amount. MCA 18-1-202(2) sets a minimum of 2% for the amount bid for sale of bonds and 10% of the amount bid in other cases.*
- *Forfeiture. MCA 18-1-204 provides that the bid bond is forfeited if the bidder is awarded the contracts and refuses to accept it.*

If bid bonds are statutorily required, they will be returned after the contract is awarded, signed, and recorded with the Clerk & Recorder's Office.

- **Director: Works with Clerk & Recorder's Office**
- **Board:**

If a binding bid is required, it must be approved by the board

- **Director:**
- **Board: Approves binding bid if required**



### *Contingencies*

All vendors will be notified of any bid extensions or modification to the bid opening date. The vendor may then withdraw and resubmit its bid to coincide with the new bid opening date.

- **Director: Makes the adjustments to the bid as approved by the board and resends it**
- **Board: Board votes on any necessary amendments or revisions to the bid in an official meeting**

*It's not uncommon for the bid process to reveal that the library/county needs to rewrite/amend a section of the bid. If that happens, it makes sense that the board would vote on that in an official meeting. The director would then make the adjustments to the bid, resend it, and be responsible for the written notifications.*

*Another situation that can arise is when the project is dependent on funding that needs to be raised. Sometimes, the bid process has to be modified to accommodate the raising of additional funds.*

*Alternative Delivery Project Contract (MCA 18-2-5)*

**18-2-502. (Temporary) Alternative project delivery contract -- authority -- criteria.** (1) Subject to the provisions of this part, a state agency or a governing body may use an alternative project delivery contract. A state agency or governing body that uses an alternative project delivery contract shall:

- (a) demonstrate that the state agency or the governing body has or will have knowledgeable staff or consultants who have the capacity to manage an alternative project delivery contract;
- (b) clearly describe the manner in which:
  - (i) the alternative project delivery contract award process will be conducted; and
  - (ii) subcontractors and suppliers will be selected.

(2) Prior to awarding an alternative project delivery contract, the state agency or the governing body shall determine that the proposal meets at least two of the sets of criteria described in subsections (2)(a) through (2)(c) and the provisions of subsection (3). To make the determination, the state agency or the governing body shall make a detailed written finding that:

(a) the project has significant schedule ramifications and using the alternative project delivery contract is necessary to meet critical deadlines by shortening the duration of construction. Factors that the state agency or the governing body may consider in making its findings include, but are not limited to:

- (i) operational and financial data that show significant savings or increased opportunities for generating revenue as a result of early project completion;
- (ii) demonstrable public benefits that result from less time for construction; or
- (iii) less or a shorter duration of disruption to the public facility.

(b) by using an alternative project delivery contract, the design process will contribute to significant cost savings. Significant cost savings that may justify an alternative project delivery contract may derive from but are not limited to value engineering, building systems analysis, life cycle analysis, and construction planning.

(c) the project presents significant technical complexities that necessitate the use of an alternative delivery project contract.

(3) The state agency or the governing body shall make a detailed written finding that using an alternative project delivery contract will not:

- (a) encourage favoritism or bias in awarding the contract; or
- (b) substantially diminish competition for the contract.

(4) In addition to meeting the criteria set forth in subsections (1) through (3), a state agency or governing body that utilizes a comprehensive agreement must, for each project:

(a) demonstrate a public purpose; and

(b) demonstrate that the innovative financing delivery favors the innovative financing contract method over other available procurement and alternative project delivery methods. *(Terminates July 1, 2033--sec. 6, Ch. 418, L. 2023.)*

## Legal Ad - RFP

### Request for Proposals: Design-Build for new construction

The North Valley Public Library District Board of Trustees is soliciting Request for Proposals for a design-build project for new construction for the North Valley Public Library in Stevensville, Montana.

Proposals will be received by the North Valley Public Library District Director, 208 Main St., Stevensville, MT until [time] on [date]. Proposals will then be opened by the North Valley Public Library District Board of Trustees on [date] at [time] in the [location].

For a copy of the full Request for Proposal, contact [point person, probably the library director] at [address] during regular business hours or by calling [phone].

#### *Request for Proposals Timeline:*

- RFP Issue Date:
- Call for Proposals Legal Ads in papers: [2 consecutive weeks]
- Deadline/Receipt of Written Questions [date]
- Deadline for Committee's Response to Questions [date]
- Sealed Proposals Due [date]
- Proposals Opened by Board [date]
- RFP Committee Scoring Meeting [date]
- Intended Date of Contract Award [date]

Questions on the Project: Please email your questions on the Contract or Scope of Work to [email] by no later than [date] by [time]. Written response by the Committee will be emailed to all respondents' email addresses by [two days later] at 5 p.m.

For other questions concerning the Request for Proposal Process, contact [point person] at [location, phone].

[RFP Point Person]

Publish by the Paper of Record: Bitterroot Star and Ravalli Republic on [date] and [date].

\*\*

North Valley Public Library – board training – March 19, 2025

Notes

Questions from the board:

How to follow a transparent and legal procurement process and maintain public trust.

Public concerns about this process: Money, taxes, trusting in the board

Who will be the liaison to share information with the public? - Victoria?

What is the message that the board needs to convey to the public?

- We are trying to make improvements for the public's benefit.
- We are trying to be fiscally responsible by investing in a new facility that will be more cost-efficient, healthier, and safer than the current location.
- We want the library to be able to support the community as it grows and evolves.
- A great library is an asset to a community. Our community deserves a nice library building that meets our growing community's needs.
- A library is a safe zone for our community's children, seniors, and others who want a nice public space to gather, study, and learn.

RFP process discussion – see checklist

Code of Ethics – need to disclose the gift of in-kind professional services from local contractor prior to the RFP process.

Campaign committee – at this point, the foundation is primarily focused on how to raise private donations to cover the cost of the new building and land.

Next steps:

- Waiting on plans to be drafted
- Disclose gift of in-kind services
- Determine how to describe the total value of the RFP (land plus building, or only building? How to describe the land purchase as part of this RFP?)
- Land requirements include total area, readiness to install utilities, and proximity to downtown
- Financing requirements must be described as part of the RFP.