

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

208 Main Street, Stevensville, MT 59870

Wednesday, November 19, 2025, at 3pm

Meetings are open to the public.

***Agenda***

- **CALL TO ORDER/ROLL CALL**
- **PUBLIC COMMENT<sup>1</sup>**
- **GUESTS**
- **APPROVAL OF MINUTES**
  - ❖ Board minutes from 10/15/2025.
- **FINANCES**
  - ❖ Chair compares the monthly bank statement to reconciliation report.
  - ❖ Statement of Revenue
  - ❖ Statement of Expenditure
  - ❖ Cash Report
- **ONGOING & UNFINISHED BUSINESS**
  - ❖ New building plans, discussion & decisions.
  - ❖ Current building upkeep
    - Lighting
  - ❖ Foundation
- **NEW BUSINESS**
  - ❖ Finish board training: [Children/Minors in the Library](#).
  - ❖ Review policies and sections of policies mentioning children and minors.
- **BOARD/DIRECTORS ANNOUNCEMENTS & COMMENTS**
  - ❖ Tamarack online meeting October 16 at 6pm – Kate attended.
  - ❖ Tamarack 2026 will take place April 24 & 25, 2026 – Kate will attend.
- **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, November 19, 2025, at 3pm

### **CALL TO ORDER/ROLL CALL** meeting to order at 3:02

Board Present: Caitlin Dunn, Margy Gilbertson, Dianne Snedigar, Victoria Howell, Kate Kowal

Board Absent: None

Staff Present: Denise Ard, Library Director

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

**GUESTS** Carla Sanders, President of the NVPL Foundation

**APPROVAL OF MINUTES** Caitlin made a motion to approve the 10/15/2025 minutes and Margy seconded the motion. The motion passed unanimously.

### **FINANCES**

**Chair compares the monthly bank statement to reconciliation report:** Dianne reviewed and signed off on the reports.

**Financial Reports:** Caitlin made a motion to approve the financial reports. Kate seconded the motion. The motion passed unanimously.

### **ONGOING & UNFINISHED BUSINESS**

**New building plans, discussion & decisions:** Dianne contacted Amy at the end of October to ask about the progress the architect was making on the revised plans. Amy reported she had just seen the architect and the architect is increasing the community room to be the same size as our current room, which required slight adjustments elsewhere in the plan. Victoria asked what was discussed at the last meeting about the land for sale closer to town than the land at Red Willow Drive. She said it is better to be closer to town. Dianne said that she had not spoken with the owner of the land but the land that was on the market was not on the Hwy and was further back. Dianne said they are currently working on the Red Willow location and have put resources there. Also, pointing out that the library is not in a position to purchase land at this time and the Red Willow Drive is being held for the library so is a more viable option, and feels as they are working on the Red Willow location it is not an appropriate time but there are many unknowns and so no decisions can be made.

**Current building upkeep:** Lighting: The board looked at the lights in the Rasmussen that will not stay on because they are connected with a short pin and there is too much movement in the ceiling. Denise said she has an appointment to talk with the electrician the next day, Keith from Caribou Electric, for options that are cost effective.

**Foundation:** The Foundation received another grant. The Friends decorated the outside flower barrels for autumn and will do the same for Christmas. They are planning a spring fundraiser. The event is not chosen. Victoria said that she liked the idea of a local author event so authors could get known. Carla said it was not worth the effort because it was not an effective fundraiser. They want an event that the mothers in the Friends and Foundation think is date-worthy and worthy of a babysitter. The comments they got about the last event was it was not worthy of a babysitter or date-worthy. She said they might consider a smaller event with authors at the library which would not require the expense of the previous event. She said she would pass on the comment about authors. Carla said that she and Celeste will talk to the board about a campaign consultant at the January meeting. The Foundation is planning a Saturday paperback book sale in January.

### **NEW BUSINESS**

**Finish board training:** [Children/Minors in the Library](#). The board finished the webinar by Kris Goss, attorney, and librarian. He gave the following Policy Provision Examples:

#### **Children and Minors in the Library training notes:**

- The Library shall establish methods for patrons of all ages to visit and utilize the Library, its collections,

programs, and services in a manner which honors the Library's mission to provide a safe and welcoming setting for each Library employee and patron and to protect Library property, facilities, and equipment.

- Library staff are authorized to administer or assist a child or minor present on Library in the event the child or minor is experiencing an illness, episode, or other emergency.
- Children and minors must be under the direct supervision of a parent, caregiver, or guardian while present on Library property if the child or minor is unable to safely utilize the Library, its collections, programs, and services, without disrupting other patrons or otherwise interfering with Library operations.
- Unattended children determined by Library staff to be unable to safely utilize the Library as established in this policy shall be redirected to the child's parent, caregiver, or guardian. If the parent, caregiver, or guardian, is not present on Library property, the Library staff is authorized to contact appropriate authorities.
- For the purposes of this policy "unattended" means a child who is not within the sight and vocal contact of the child's parent, caregiver, or guardian and "child" means a person who is under the age of 14 years old and a "minor" is a person under the age of 18 years old.
- Any damage to Library property resulting from use of the library by a child or minor will be invoiced to responsible parent, caregiver, or guardian with expectation for payment within 30 days.
- Parents, caregivers, and guardians assume all risk associated with a child's or minor's presence on Library property. Any injury sustained by a child or minor on Library property may be assigned to the parent consistent with the definition of comparative negligence in Montana law.
- A child's or minor's use of the Library shall:
  - comply with all applicable library conduct and behavior policies.
  - not interfere with or otherwise disrupt the library's operations or library staff's duties or obligations regarding operation of the library.
  - be consistent with all library staff directives.
- The Director or designated employee is authorized to interpret and implement this policy including the exclusive authority to resolve grievances or disputes about the implementation of this policy by Library staff.

**Review policies and sections of policies mentioning children and minors.** The board reviewed and updated the Children/Minors in the Library policy. They discussed the child safety incident that happened earlier that day in which police were called for two children being left unattended by their mother. They wondered about consequences for serial offenders. Kate made a motion to accept the new policy with a grammatical change. Margy seconded the motion. The motion passed unanimously.

#### **BOARD/DIRECTORS ANNOUNCEMENTS & COMMENTS**

**ADJOURNMENT** Caitlin made a motion to adjourn 4:44. Kate seconded. The motion passed unanimously.