

PUBLIC NOTICE
North Valley Public Library Board of Trustees Meeting

208 Main Street, Stevensville, MT 59870

Wednesday, January 18, 2023 at 3pm

Meetings are open to the public.

Community Room

Agenda

- Call to Order/Roll Call
- Public Comment¹
- Guests
 - ❖ Tracy Cook, State Library giving the board training on library advocacy.
- Approval of Minutes
 - ❖ 11/16/2022 Regular Meeting
- Finances
 - ❖ Statement of Revenue – Budget vs. Actual
 - ❖ Statement of Expenditure – Budget vs. Actual
 - ❖ Cash Report
- New Business
 - ❖ Bank changes – Leon & Toni Rummel from TR Bookkeeping & Payroll Services, LLC
 - ❖ Policy Update: Computer and Internet Use & Safety
 - ❖ Policy Update: Child Safety
 - ❖ Policy Update: Program, Presenter Policy with Contract for Paid Library Program, & Volunteer Presenter Agreement
 - ❖ Public Libraries Survey (known also as Montana Public Library Annual Statistical Report) to review.
 - ❖ Interlibrary loan out of State – Shall we charge?
 - ❖ Trustee vacancy due to resignation of Leon Theroux
- Ongoing & Unfinished Business
 - ❖ Building plans, discussion & decisions, including updates and decisions regarding the Preliminary Architectural Report
- Public Comment
- Board/Director Announcements & Comments
 - ❖ Reminder: Jan 25 at 2pm. Data Findings meeting with Board, Architects, and Consultants
- 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, January 18, 2023 at 3pm

CALL TO ORDER/ROLL CALL

Victoria Howell called the meeting to order at 3:01 pm.

BOARD MEMBERS PRESENT

Victoria Howell, Chair

Dianne Snedigar, Vice Chair

Caitlin Dunn, Secretary

Kim Tiplady

BOARD MEMBERS ABSENT None

STAFF PRESENT Denise Ard, Director

PUBLIC COMMENT There was no public in attendance so there was no public comment.

GUESTS Tracy Cook from the State Library gave the board a 1.5 hour training on advocacy. The Montana Public Library New Public Library Standards in effect as of July 1, 2022 require that, "The Board receives at least 3 hours of continuing education each year." The session was geared towards advocacy for a new building. Appendix I includes pertinent ideas discussed from the session.

APPROVAL OF MINUTES Dianne made a motion to approve the board minutes from 11/16/2022 and Kim seconded the motion. The motion passed unanimously.

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

NEW BUSINESS

Bank changes – The board will wait until they have a new board member to update signature card.

Policy Update: Computer and Internet Use & Safety – There were various changes to the language and content of the policy. Computer sessions increased from 60 minutes to 120. Sessions may be extended but not if all computers are in use. Staff may not connect patron's storage devices to staff computer. Kim made a motion to accept the policy with one revision and Dianne seconded the motion. The motion passed unanimously.

Policy Update: Child Safety – Some language was modified and a time limit put in before calling police for unintended children at closing. Kim made a motion to accept the policy as presented and Caitlin seconded the motion. The motion passed unanimously.

Policy Update: Program, Presenter Policy – The board instituted priority in registration to Library District taxpayers. Kim made a motion to accept the policy as presented and Dianne seconded the motion. The motion passed unanimously.

Public Libraries Survey (known also as Montana Public Library Annual Statistical Report) to review. – The board reviewed the survey.

Interlibrary loan out of State – Shall we charge? – Dianne made a motion to implement a \$5.00 charge to send ILL to recoup the cost of postage and Kim seconded the motion. The motion passed unanimously.

Trustee vacancy due to resignation of Leon Theroux –Denise put a notice in the newspaper and the January and February newsletters. She sent an email to the Foundation and to the contact for Friends of Fort Owen. Dianne said she had an idea of someone to approach. The board will look at finding people to ask since no applications have been received. Victoria said she may ask someone who attended the stakeholder sessions about a new building.

ONGOING & UNFINISHED BUSINESS

Building plans, discussion & decisions, including updates and decisions regarding the Preliminary Architectural Report
There was not further mention of the PAR except that the data findings meeting was set for January 25 at 2pm.

Victoria reported that Montana DEQ cancelled their appointment to view the library building because of inclement weather. They asked her take some photos instead and said that was sufficient. The library is wanting to get asbestos removal at no cost through the DEQ's Hazardous Substance Brownfields Program which would increase the value of the building when selling and provide a safer building for the community.

PUBLIC COMMENT No public comment was received.

BOARD/DIRECTOR ANNOUNCEMENTS & COMMENTS

ADJOURNMENT Dianne made a motion to adjourn and Caitlin seconded. The motion passed unanimously. The meeting adjourned at 5:18 pm

Minutes by Denise E. Ard & Caitlin Dunn

Appendix I

Engaged and Active: Building Support for the Library

The Building block of advocacy is:

- Understand yourself
- Understand your why – Why do you personally value libraries? Make it personal as well as talking points.
- Understand your audience
- Telling the library's story in a way that matters.
- Take action

Tracy provided the board with a few exercises. One was a style-exercise to find out how the board likes to disseminate information such as writing, graphic design, formal presentations, 1-on1 conversations or other. Dianne said she can call people and ask them for donations. Caitlin and Kim said they can do formal presentations.

The board wanted to know how to respond to community members for the following questions so Tracy Cook facilitated a discussion to get the board to voice the reasons:

“Why do we need a new library when everything is online?”

- Ask patrons to share their stories.
- Focus on value of space
 - Support literacy
 - Increase civility
 - Help people obtain essentials such as jobs, housing, etc.
 - Get people back on their feet

“Why do we need more in Stevensville?” (Advocating to an audience satisfied with the status quo.)

- Community is continuously growing.
- Gather statistics showing increase in usage.
- Gather stories from people who use the library.
- Investing in the community increases social infrastructure. Libraries help reduce isolation and increase tolerance which improves safety
- America is most successful when we had larger middle class. Investing in libraries & public/community helps improve people’s wellbeing.

“Why a new building?” ((Advocating to an audience satisfied with building, or thinking Missoula Library or Bitterroot Libraries are enough.)

- Safety
 - Mold intrusion
 - Rotting beams
 - Uneven floors
 - Not ADA compliant. Wheelchairs hard time entering and exiting. Polls in the middle, some emergency exits not handicapped accessible
- Financial responsibility
- Investment in community
- Reflects a thriving, prosperous, independent community
- Independent library - its own town
- Convenience
- Need room to grow
 - Quiet space
 - Space for children & teens
 - Meeting space

“Why the library cannot be downtown or build at its current location?”

- The board is working on trying to keep the library close to downtown.
- There isn’t any other space in downtown Stevensville but looking into all options that are close to downtown.
- Too expensive build at current location
 - Would have to find an alternative spot for library to be while building
 - Basement would have to be filled because of water infiltration and mold.
 - No parking
 - Would need a two story building which would require an elevator and long term increased staffing so would affect the normal operating budget.

Tracy provided the following advocacy resources.

1. Montana State Library Advocacy web page
https://msl.mt.gov/libraries/library_development/consulting/advocacy
2. A book by Patrick Sweeney, a staff member at EveryLibrary, an organization that helps libraries win bonding, tax, and advisory referendums to ensure stable funding. <https://www.everylibrary.org/about-everylibrary>. Sweeney, Patrick and John Chrastka. Winning Elections and Influencing Politicians for Library Funding. ALA Neal-Schuman, 2017.