



## **PUBLIC NOTICE:**

### **Board of Trustees Meeting**

Wednesday, May 17, 2017

3 p.m. **Community Room**

**Library board meetings are open to the public**

- Call to Order/Roll Call
- Public Comment
- Guests
- Approval of Minutes – ACTION ITEM
- Finances
  - ✚ Statement of Revenue – Budget vs. Actual
  - ✚ Statement of Expenditure – Budget vs. Actual
  - ✚ Cash Report
- New Business
  - ✚ Wages
  - ✚ Date of August Board Meeting (Aug 16, Aug 23 or Aug 30)
  - ✚ Policy – Art Exhibit – ACTION ITEM
- Ongoing & Unfinished Business
  - ✚ Building
- Adjournment

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[northvalleylibrary.org](http://northvalleylibrary.org)

Monday – Friday 10 a.m. to 7 p.m.

Saturday 10 a.m. to 5 p.m.

North Valley Public Library Board of Trustees Meeting  
Wednesday, May 17, 2017  
3:00 p.m. in the NVPL Community Room

Attending:	Denise Ard, Library Director
Victoria Howell, Board chairperson	Caitlin Dunn, Board Member
Kim Tiplady, Board Member	Leon Theroux, Guest
Dianne Snedigar, Board Member	

Victoria called the meeting to order at 2.59 p.m. Ben is absent and Dianne will be late. There was no public comment.

Caitlin moved to approve last month's minutes, Kim seconded. The minutes passed unanimously.

Finances: Denise reported that only 67% of the levy money has come in. American Legion offered to donate to the library. The library requested a new label printer, receipt printer, and a scanner for Annika. Denise asked them to donate the money to the library in July, for the next fiscal year. The request will go to their board for approval. The liability/property insurance premium billing will go out 7/1/17 and is due 8/15/17, which is in the next fiscal year so will not need to be paid until then. Telecommunications will still be overspent. There is plenty left in this year's budget to cover all necessary expenditures.

The library still has to pay for Montana Library2Go and the Shared Catalog this fiscal year. There was less money spent on travel this fiscal year. NVPL will be underspent on courier. The budget will be underspent on One Call because more people are opting out of getting phone calls for holds and over dues. Kim moved to approve the finances, Caitlin seconded. The motion carried unanimously.

Dianne arrived at the meeting at 3:10 p.m.

New Business: Pam left the meeting while the board discussed employee wages. Dianne motioned to approve the new wage rate listed below starting July 2017. Kim seconded. The motion carried. Dianne motioned to approve the suggested raises, Kim seconded. The motion passed unanimously.

<u>Job Title</u>	<u>Current Wage Range</u>	<u>Suggested Wage Range</u>
Library Substitute	\$8.25-\$8.99	\$9.00-\$11.00
Library Assistant	\$10.00-\$11.99	\$10.00-\$13.00
Library Specialist: Volunteer & Adult Program Coordinator	\$12.00-\$17.00	\$12.00-\$18.00
Library Specialist: Youth Services Program Coordinator	\$12.00-\$17.00	\$12.00-\$18.00
Library Specialist: Administrative	\$14.00-\$19.00	\$14.00-\$19.00

New Business: The August Trustee meeting moved to August 23 so Denise will have numbers from County and State to prepare a final budget for Board approval. Dianne motioned to accept the

change, Caitlin seconded. Motion carried unanimously. Sept 13<sup>th</sup> is the date of the board meeting after that.

Art Exhibit Policy: Denise presented the revised art exhibit policy. Kim motioned to approve the policy, Dianne seconded. Motion passed unanimously.

Building: Before making further building decisions, Victoria wants to give the Board time to thoroughly read and digest the large amount of materials that Denise emailed about the building. (Email subjects: Board meeting materials for Wed April 19, 2017 and NVPL Board materials for May 17 #3-4). Victoria seeks the entire Board's input on the building. A building committee, that would meet with the contractors, should be formed at the next meeting.

Dianne reported that Missoula ran a three-prong campaign for their new library. Their Foundation ran the capital campaign, volunteers ran a political campaign and the library staff ran an educational campaign.

Dianne met with Future Farmers of America advisors and suggested the Library parking lot/drainage project to help the community. The teachers will submit to the Helping Hands program for money to fund the project. They will also contact "One Call Locators", a free service to find gas, water, power lines and sewer lines before digging. Dianne will follow through with this.

Dianne motioned to adjourn the meeting, Caitlin seconded. Motion passed unanimous. The meeting adjourned at 3:42 p.m.

Minutes by Pam Morris