PUBLIC NOTICE
North Valley Public Library Board of Trustees Meeting

208 Main Street, Stevensville, MT 59870

Wednesday, July 21, 2021 at 3pm

Meetings are open to the public.

Community Room in-person.

Agenda

- Call to Order/Roll Call
- Guests
- Public Comment[1]
- Approval of Minutes
- Finances
    - ❖ Statement of Revenue – Budget vs. Actual
    - ❖ Statement of Expenditure – Budget vs. Actual
    - ❖ Cash Report
- New Business
    - ❖ Budget the following:
        - Black Mountain Cloud hosting?
        - Conference?
        - Personnel Perks
            - Dental?
            - Vision?
            - Life?
- Ongoing & Unfinished Business
    - ❖ Improving the culture at the library workshop
    - ❖ Community feedback library survey
    - ❖ Building plans & discussion
    - ❖ Covid related issues & policies
- Public Comment
- Board/Director Announcements & Comments
- Adjournment

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[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.

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North Valley Public Library
Minutes Board of Trustees Meeting
Wednesday, July 21, 2021 at 3 p.m.

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CALL TO ORDER/ ROLL CALL
The meeting was called to order at 3:03 p.m.

BOARD MEMBERS PRESENT
Victoria Howell, Chair
Caitlin Dunn, Vice Chair
Leon Theroux
Dianne Snedigar (attended via phone)

BOARD MEMBERS ABSENT
Kim Tiplady

STAFF PRESENT
Denise Ard, Director and Melanie Carroll, Manager

PUBLIC COMMENT
None

GUESTS
None

APPROVAL OF MINUTES
Dianne made a motion to approve the minutes from the June 16th meeting and Leon seconded the motion. The motion passed unanimously.

FINANCES
Victoria asked if Denise had anything she wanted to point out to the board regarding this month's financials. Denise commented that they received the last tax check and that everything looked pretty good overall. Leon had a question regarding the Revenue report. He was wondering why one of the line items was 184% over. Denise replied that this was the first year that the board had asked her to separate fines into two separate categories: lost/damaged and overdue. She underestimated the amount and this caused an overage. She commented that this line will most likely always be over as she is never going to be able to accurately guess the amount of lost/damaged versus overdue fines that the library collects. Caitlin said that it is always good to see more in an estimate in revenue than less. She commented that it looks the same in the miscellaneous line which is great news as it means we received more in donations that we expected.

Denise commented that we spent 85% of what was budgeted on the Expenditure report. Leon had a question regarding the high percentage in the line item on legal notices and that we spent more than budgeted. Victoria said that it includes the notices for the RFP/RFQ. Denise agreed saying that they put the notices in the paper and also had several background checks this year which affected it. Leon asked if an outside organization performs the background checks. Denise said yes, as the library cannot perform national background checks.

Victoria asked if there were any more questions or comments. Denise commented that this is not the final report as some bills were still trickling in.

Caitlin made a motion to pass the financial report with Dianne seconding the motion. The motion passed unanimously.

NEW BUSINESS
Budget
Victoria said that Denise had requested that the board consider adding some new items to the budget for this fiscal year. She commented that she took a look at the Black Mountain cloud service and that it looks reasonable. Denise said that it costs $700 a year and every year will see an increase, but it would provide the library with an additional backup resource that they would not have to maintain or troubleshoot. They should be prepared and in the event of another pandemic, the library would still be able to access all the financial reports off-site. Dianne commented that the Bank went to a cloud based system a few years ago and it works well and that it may solve the IT issues the library has. Denise commented that for Black Mountain, it definitely would, but they would still have the other issues as Black Mountain does not support those processes. Leon asked if it would affect the collections budget. Victoria said that the amount is very small to be impactful to the collection budget. Denise also said that the library does not have the room necessary to store any more materials if they increased the collection budget instead of purchasing the software. Caitlin said it seemed worth it.

Caitlin made a motion to add the BMS cloud hosting to the library's budget for the 2021-2022 fiscal year and Leon seconded the motion. The motion passed unanimously.

Dianne asked if Black Mountain could provide backup for the rest of the library's needs and if there was a way to move the library to the cloud for everything else. Denise responded that they couldn't through Black Mountain, it was just a financial software company but they were looking into other solutions.

Conference
Denise said that she would like to attend the ARSL conference in October virtually and wanted to add it to the budget. She would like to attend from home and the conference is for 3 days.

Caitlin made a motion to have Denise attend the conference virtually from home and Dianne seconded the motion. The motion passed unanimously.

Personnel Perks
Victoria asked Denise to walk the board through the personnel perks she had researched. Denise said that she noticed other libraries offering their employees dental, vision, and life insurance and thought it might be a good idea for employee retention. She reached out to the insurance broker to see what types of plans were available and believed the cost to be worth it for the library. Victoria asked what the details of the plans were as sometimes brokers oversell the plan which turns out to be a rip-off. She liked the idea, but wanted to make sure it had real value for the employees. She asked how it would affect the budget. Denise responded that they usually have money left over at the end of the year that gets funneled into the building fund. She also said that because of turnover and despite the library giving raises, they are not spending that much per year. So adding these personnel perks does not really affect the budget. Leon said that he knows Denise is concerned with retaining people, and while we have been pretty aware of giving them raises, some staff are concerned about insurance. Adding dental or vision might be enough to convince them to stay. Caitlin asked if they can get more information on the plans to make sure that they are of value to the employees. Denise was wondering if she should add this to the budget. Victoria said that she believes they are leaning towards yes, but they would need a motion.

Caitlin makes a motion to approve a dental, vision, and life insurance plans with the caveat that Denise checks to make sure that they are the best plans available for up to $2500/year. Leon seconded the motion. The motion passed unanimously

ONGOING & UNFINISHED BUSINESS
Improving the culture at the library workshop
As a follow-up to last month's discussion improving the library culture, Victoria and Denise met with the Tamarack presenters to see if they would be interesting in coming to the library. Leon said he liked the idea of getting some input from the staff members and then asked if the library would have to close for the day. Denise said that she recommends accepting the proposal and closing the library for the day. It would be mandatory for staff and part-

timers would get the option of extra pay or a different day off that pay period. Full-time staff could either make up the time or take sick/personal time. Caitlin asked what day of the week it would be. Denise said Thursday and she had given the staff a choice of the two dates and they chose the 30th of September. Victoria asked if the board members would be able to attend as this was also for them. Caitlin said she would try.

Leon made a motion to accept the presentation proposal and close the library for the day of the training on September 30. Dianne seconded the motion. The motion passed unanimously.

Community feedback library survey
Leon asked what the timeframe was for the survey to go live. Denise said that the board would have to approve the draft and also decide how they wanted to distribute it. She suggests putting it in the *Bitterroot Star* with a northern distribution. Leon suggests that they also put it on the website. Denise said they would have a link on the site as well as a paper copy at the front desk. Victoria directed the board's attention to question 7 and wanted to make sure that the question wasn't leading the public to make a decision. It was decided to add additional lines to cover all options. Leon asked if it was easier to print the insert at the library or at the Star. Victoria said it would be cheaper at the library.

Caitlin made a motion to proceed with the survey after the changes were implemented and to insert the survey in the Bitterroot Star. Dianne seconded the motion. The motion passed unanimously.

Building plans & discussion
Victoria said she had a talk with Bob Thomas from the Community Foundation. She said that their board does not meet, but the committee could meet with them. She said last month we focused on property ownership and she brought the issue up with Bob. He said that a legal expert would have to be consulted to see if it was an option. She got the impression that it would be a condo-type situation where the library owns the building, but not the land. Dianne said a leasehold agreement. Caitlin said she didn't know if the meeting was necessary yet as the PAR hasn't being completed and they do not know they are even going to build. Denise said that the more options there are, the more expensive the PAR is. If we know that they will not sell the land to the library, then based off last month's conversation, it was not worth it to put the option on the PAR. Victoria said that she didn't think that was necessary to do and that everyone has a different understanding of the PAR. Denise said that if the board finds that they want to own the land and it's a deal breaker then it doesn't need to be included. Victoria said that it was not a deal breaker yet as they hadn't made their decision. The current land option is not an absolute answer as Bob would have to consult with the Community Foundation. Denise said that the first step the board should take is a consensus on whether the board would be willing to not own the land the potential new building would sit on. Leon said that he felt that both he and Caitlin agreed that they needed to own the land. Victoria said she is unsure, but also leaning that way. Dianne said she would want more information before she commits to anything, but she could go either way. Victoria asked what the next step should be and what they needed to find out. Caitlin said she felt pretty strongly about the land ownership. Victoria said she would contact Bob and try to get a definitive answer.

Caitlin wanted some clarification on the scope of the PAR. She believed that they were going to do a general cost-analysis and not look at a predetermined location. Victoria said they would look at any land available and factor that in.

Caitlin had a question on what it would take to include Florence in the library district. Denise said that the first step is talking to the lawyer at the county. Victoria asked if they should get a refresher on the subject as it had been a while. She remembered that she had called the county attorney who was supposed to research it and get back to her, but never did. She said it seemed like something they should pursue.

COVID related issues & policies
Victoria asked if anyone had anything to discuss regarding COVID policies. Melanie said the library had been getting questions on when the Community Room would be available for the public to use. Victoria asked the board if they should open up the room to the public. She said that Ravalli County has hardly any numbers. Leon was concerned by the Delta variant and said he would hate to open it up too early. Denise asked Dianne if the bank had opened up

their room for rentals again. Dianne said that they had. The board decided to not change the policy at this time and to revisit in another month.

Dianne left the meeting at 4:41 p.m.

PUBLIC COMMENT
None

BOARD/DIRECTOR ANNOUCEMENTS & COMMENTS
Denise said that the Rapp Family Foundation donated an electric standing desk, two book carts, and two short stools through a grant. The library also applied for the Annie MacLay Leffingwell Foundation Grant for four new entry way computers. She received a proposal from the cleaners to increase their monthly amount which she thought was fair and that would also be reflected in the budget.

ADJOURNMENT
The meeting was adjourned at 4:49 p.m.

Minutes by Melanie Carroll

Black Mountain Software Quote

Quote   03/29/2021

North Valley Library District
Jason Blodgett
208 Main St
Stevensville, MT 59870
jasonb@northvalleylibrary.org

145 Southlake Crest, Ste 1
Polson, MT 59860

Todd Schock
800.353.8829 Option: 3

Product Description	Purchase Price	Annual Fees	One-Time Conversion	Total
Cloud Hosting		700.00		700.00
Subtotals:	**$0.00**	**$700.00**		
Grand Total:				**$700.00**

Terms

1. Black Mountain Software (BMS) has made every effort to ensure the information contained within this quote is complete and accurate. However, we reserve the right to correct any error or omission related to price, product description or availability. Please remember that to completely understand this quote, you must consider, in addition to product and prices, the terms and conditions that follow either on this or separate pages.

2. Prices quoted herein do not reflect sale or use taxes imposed by any state or local government, or any unit or subdivision thereof; such taxes are the responsibility of the buyer. Buyer agrees to be responsible for the documentation relating to the payment of such taxes to the maximum extent legally permitted. Black Mountain Software will be responsible for the collection of such taxes and/or the documentation related thereto, only to the extent required by law.

3. Training is included with the installation of each software product. Unless specifically arranged, initial training will be conducted online. After initial training, free online training is always available for you and your staff as part of the annual service and support fee. Advanced scheduling is required. Except for initial training, hourly charges apply for training physically provided onsite (your offices) or in house (our offices).

4. All costs are based on prices in effect for 60 days from the date of this bid.

5. Annual service and support includes software updates and unlimited phone, email and internet support. The service is renewed annually and is non-refundable. Annual fees are subject to change.

6. If travel is required, actual expenses are billed as follows: When flying, charges include airfare, travel time at $35 per hour per person, meals at $42 per day, lodging at local rates, and rental car. When driving, charges include mileage at 56Ã‚Â¢ per mile, travel time at 45Ã‚Â¢ per mile per person, meals at $42 per day, and lodging at local rates. Alaska and North Dakota may have higher rates.

7. BMS Cloud Hosting is required for the software products quoted. The service is renewed annually and is non-refundable. Annual fees are subject to change. BMS Cloud Hosting service provides automatic database maintenance, software updates, nightly data backups, and the ability to access your BMS applications from anywhere with internet connection. Annual Software Maintenance Fees must be current on all products hosted on the BMS Cloud. If software maintenance is discontinued for a software application, it will be removed from the BMS Cloud. It can be relocated to your local workstation/server, if desired.

8. Normal billing procedures for new clients or stand alone applications for current clients require a 25% down payment, billed at commitment, and 75% final payment billed upon completion of installation and initial training of the core products, i.e., Accounting, Payroll or Utility Billing. Add on applications for current clients are billed for full purchase price only at commitment and maintenance begins upon completion of installation and/or training. All billing will commence in full for all products after one year from commitment unless other arrangements have been made.

9. All of our software products are multi-user, with an unlimited number of licenses (seats). In addition, 'Read Only' access is available to limit data changes for specified users, while still providing lookup and printing capabilities.

Cloud FAQs

1. **What is the "BMS Cloud?"**
   a. The BMS Cloud is a place to store your BMS products and data, which users will access via the internet.

2. **Is this "web-based" software?**
   a. No. The apps are accessed via the internet, but the apps are not web-based.
   b. The BMS Cloud hosts the same products and applications installed on local machines and servers.

3. **Are the Cloud costs in addition to my current Annual Maintenance (AM) fees or do they replace some of them?**
   a. The BMS Cloud Annual Fees are in addition to the current Annual Maintenance paid for the individual products owned.
   b. Product AM fees cover telephone, email, and internet support, error correction, software updates current with all changes in applicable law and equivalent to the products sold to new customers, related data file changes, unlimited online feature and use training, and all but "custom" software enhancements.

4. **What do the fees for the BMS Cloud cover?**
   a. BMS will "host" your data on one of our servers to be accessed via the internet.
   b. BMS automates and monitors nightly backups Monday through Friday.
   c. BMS automates and monitors updating all applications.
   d. Ability to access data from anywhere with internet connectivity using a properly configured secure Remote Application Connection to the Cloud Server.

5. **How frequently will updates be applied?**
   a. Updates will be applied as needed on a per application basis.
   b. Critical updates required for error correction will be applied as needed.

6. **When is support available on the BMS Cloud?**
   a. Support is available during normal business hours, which are Monday through Friday, 7:00 a.m. to 5:30 p.m. (Mountain Time).

7. **Can we move "some" of our BMS products but not all?**
   a. All products with the exception of Student Accounts must reside in the same location.

8. **Do we still have the ability to make backups on our own?**
   a. Yes! You can easily do your own backups in the form of a ZIP file.
   b. Manual backup files can be copied down from the Cloud to the local workstation.

9. **Bandwidth/Internet Connection/Connection Speed – What do I need to know?**
   a. Accessing apps in the cloud uses a continuous internet connection that needs to be stable and reliable.
   b. The connection speed requirement is fairly low. Today's average connections are typically more than sufficient.
   c. There is a continuous open connection that has peaks and valleys in bandwidth usage depending what the user is doing.
   d. The bandwidth that the session needs while active ranges from 0 to whatever the client's internet will support, depending upon the infrastructure needs of the moment.
   e. There is no exact answer for how intensive the connection/bandwidth needed is because it depends on several factors, but a good range to expect is 28-100 kbps.

Security

It's difficult to put a price on data security, and one of the primary reasons our clients are switching from office/network based applications to cloud-hosted applications is the fear of a security breach. There is no shortage of cyber-criminals with sophisticated tools able to find back doors into data centers that can remove critical data or ransomware incidents that lock companies out of their data until a 'fee' is paid.

Black Mountain Software Cloud applications are hosted in Amazon's Web Services (AWS) Cloud Data centers, widely recognized as one of the most secure, stable and reliable Cloud environments in the world with multiple geographic regions for the highest levels of fault tolerance in the event of a catastrophe.

No more concerns about antivirus software or correct firewall settings, as these are all managed by Black Mountain Software engineers. Access to BMS Cloud servers is restricted by whitelisting client IP addresses in addition to login ID credentials. File and application access permissions are restricted at the directory level by client and user.

Accessibility

Internet access and a PC that meets our minimum requirements are all that is required. There are no restrictions on location for safe and secure Cloud access.

Reduced Maintenance and Support Requirements

The computer infrastructure hosting BMS applications is off-site and no longer inside your building—no need to manage power, cooling, networking or rack space. BMS administers the complete hosted solution, including applications, infrastructure, networking, security, backups and antivirus software.

Improved Customer Experience

BMS ensures each Cloud system is optimized and configured properly to provide the best possible experience with Black Mountain Software applications.

Disaster Recovery

Your data is backed up in two separate AWS regions every evening. In the event of a catastrophic AWS failure, data is also stored in an off-site location separate from AWS datacenters.

Automated Backups

In the event of unforeseen data loss, or the need to return to some previous days' data, nightly backups of all client data are made in two separate AWS regions with an additional nightly backup created in an off-site non-AWS location.

Automated Software Upgrades

BMS manages all operating system and application updates.

Overall Cost Savings Compared to Local Hosting

In addition to the above there are cost savings associated with reduced networking requirements, firewalls and antivirus software.

Finances

No more server and networking capital expenditures required for supporting BMS applications, in addition to physical and data security.

Greetings, All. I met with Bob Thomas last week to discuss the potential of a new library being built on the land owned by the Stevensville Community Foundation (SCF) on the corner of Middle Burnt Fork and Park Street.

According to Bob, his committee is moving forward with plans to build a community center on the property. It will be a rectangular metal building with a shed roof. He showed me a site plan but he did say it is being reworked again. So I don't think they have anything too firmed up except that they want to build something along the lines of the Stillwater County Events Center.

Plans are to build at the east end of the property, leaving room on the west for one large building or possibly two smaller buildings. The Town of Stevensville is planning to bring sewer service to the edge of the property and SCF plans to run a sewer line along the north property line. None of that has been done yet. Bob did say in passing that they expect the cost of their project to be around $2 million. They still have a substantial amount of fundraising to do.

Bob said that the positioning of their building at the back of the lot (east) allows them to use the front part (west) for future development of some kind, whether it be their own or some other entity's. Bob said that what they currently have planned is not dependent on what the library decides to do.

The question of ownership if the library should build there, which is a big one for the library trustees, is not one that Bob had any answer for. He said someone with more expertise would have to look at the options for how that would be dealt with if the library (or any other entity) were to build there. Perhaps it is something that could be explored in the PAR process; I don't know.

Bob said his committee (which he said is mostly made up of SCF board members) does have authority to make the final decision on anything to do with the community center and the land it sits on. However, he said any agreement with the library would be between the library district board and the SCF board.

I don't believe there is much, if any, new information here beyond what Donna Bainbridge had talked with Bob about previously. The board may want to discuss adding this option into the mix of possibilities that will be considered in the PAR.

I look forward to talking with all of you about this at our next meeting. Thanks, Victoria