

PUBLIC NOTICE
North Valley Public Library Board of Trustees Meeting

208 Main Street, Stevensville, MT 59870

Wednesday, January 19, 2022 at 3pm

Meetings are open to the public.

Community Room in-person.

Agenda

- Call to Order/Roll Call
- Public Comment¹
- Ongoing & Unfinished Business
 - ❖ Building plans & discussion
 - Interview MMW Architect
- Guests
 - ❖ Carla, President of the Foundation will report on 2021
- Approval of Minutes
- Finances
 - ❖ Statement of Revenue – Budget vs. Actual
 - ❖ Statement of Expenditure – Budget vs. Actual
 - ❖ Cash Report
- New Business
 - ❖ Library Card, Circulation, Patron Privacy Policy – further update
 - ❖ Suggestion to update the Personnel Policy to indicate a 5pm closing on Thanksgiving Eve and clarify vacation accrual.
 - ❖ Update Board Bylaws
 - ❖ Emergency purchase of new furnace
- Ongoing & Unfinished Business continued
 - ❖ Covid related issues & policies
- Public Comment
- Board/Director Announcements & Comments
- 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.

North Valley Public Library

Minutes Board of Trustees Meeting

Wednesday, January 19, 2021 at 3 p.m.

CALL TO ORDER/ROLL CALL

The meeting was called to order at 3:02 pm

BOARD MEMBERS PRESENT

Victoria Howell, Chair

Caitlin Dunn, Vice Chair

Kim Tiplady (Zoom)

Leon Theroux

Dianne Snedigar

BOARD MEMBERS ABSENT

None

STAFF PRESENT

Denise Ard, Director and Melanie Carroll, Manager

PUBLIC COMMENT

None

GUESTS

Carla Sanders, NVPL Foundation President

MMW Architects team:

Jacob Wright, Architect

Rob Cullen and Janet Nelson Library Consultants from Rethinking Libraries

Aaron McConkey, Lead Civil Engineer

ONGOING & UNFINISHED BUSINESS

BUILDING PLANS & DISCUSSIONS

Interview MMW Architect

Victoria asked what the firm's experience was with local governments. Jacob Wright mentioned that he has not worked specifically with Ravalli County, but has worked with organizations locally, like the Stevensville School District and the City of Missoula. Rob Cullen said that he has no experience in the area, but has worked with library districts and local governments coast to coast on a national level.

Victoria asked if they had any experience with libraries. Rob answered that as a consultant for Rethinking Libraries, half the work that they do is with library facilities and the other half deals with strategic planning. He also notes that every community is different and there is no firm checklist that they adhere to. They realize that some things do carry over like the types of users in the library and the need for flexibility, but different communities require different things to meet their community's needs. He also notes that they do a post-occupancy evaluation to follow up after the build is completed to see/hear what works and what does not and to make changes accordingly. Dianne asked if they had any major changes come up in a newly finished build that needed to be reworked. Rob answered that one of their more recent builds was a 5 branch system and of the five, four needed an overhaul in some manner.

Victoria asked what challenges or pitfalls do they see with the project. Jacob answered that money was usually the most challenging. This is mostly due to the rise in prices or not getting detailed enough in the scope of the project. A cost conservative approach is generally the best policy so you do not have to go back and ask the public for more money. Rob said that he believes the most challenging part of a project is underestimating the

logistics required to support library services during the project. It is usually more difficult and more costly than you think it will be. Aaron said that the most challenging thing is community engagement. An open dialog is needed to find out what exactly the public want and what they need to make sure it is incorporated in the building process.

Victoria asked what processes or tools they would use for the project. Jacob said they start with a sit-down to figure out the initial objectives to get a good starting place. Then go from there and figure out what information is already known and what do they need to find out. Rob said to get the community involved and have their support.

Dianne asked if they built-in contingencies for overspending. Jacob answered that they generally buffer with about 5%. At the end of the build, whatever has not been used goes back to the library. Initially the PAR might be 15 to 20% higher, but it will continually get refined throughout the process and that amount will lower.

Dianne asked what is their experience with larger projects and maintaining their budget. Jacob said that overall the firm is good with staying on budget. They try to get everything lined out thoroughly from the start and have a high level of confidence in getting close to the budgeted amount.

Denise asked if furniture cost, relocation expenses, or asbestos remediation would be include in the PAR. Rob said that it could include furniture and relocation. It is really how detailed they make the report. Jacob said that asbestos remediation also be included.

Victoria asked what is their experience interacting with the public. Rob said that 30 to 40% of their job is to work with the public, getting them involved. Victoria asked if they would be physically present for any meeting and Rob said absolutely. Jacob commented that they are good about strategically planning their trips so they get the most out of their physical presence.

Victoria asked what the timeline would look like and when they would be available to start on the project. Jacob said currently the firm has many projects and asked if there was a deadline that the library had. Victoria answered not at this time. Jacob said late winterish could be a possible start date. They would need to meet to discuss the scope of the PAR and that as deadlines approach, they could always shift staff around to meet those deadlines.

Victoria asked if they had any difficulties in meeting deadlines. Jacob answered not usually, as once the timeline is established, it is not hard to meet them. Issues that come up, they can generally handle and have no real impact. Victoria asked what a typical timeframe would be. Jacob said that if you rush the PAR then that is where issues start to occur. About four months.

Rob Cullen and Janet Nelson leave the meeting at 3:58 pm

Victoria asked what the estimated cost of the PAR and the fees they charge would be. Jacob said that they did not have enough information to give a rough cost estimate. The next step would be to sit down and discuss the scope of the project.

Victoria asked if the board had any more questions. Caitlin asked if the PAR expires. Aaron answered that it does not really ever expire. The cost they project is up to 2 to 3 years in the future. So, if the PAR sits for an extended amount of time, then the figures may not be as accurate. Denise mentioned that government grants have expiration dates as well that they would have to adhere to.

Denise asked if they could update the PAR to comply with government grant requirements if the process takes the library a longer time than expected. Jacob said yes they could and they could put it into the contract.

Victoria thanked the firm again for their time

MMW departs at 4:08 pm

Kim Tiplady departs at 4:08 pm

Victoria asked what everyone thought of the firm. Caitlin said she would have liked to have a cost of the PAR, but commented they would have to sit down with them to get the scope sorted out. Dianne wondered if they

should pare down the options for the PAR to two instead of three. She got the feeling from Rob that renovating will cost a lot more than they may have originally thought and that there are many unknowns involved. Victoria asked if the board felt comfortable moving forward in the process with the firm. Leon said that he did. Carla asked if it would be beneficial to talk to the superintendent of the school to see what the pros and cons are with working with the firm. Victoria said that she had just spoken to Bob Moore, the superintendent, a couple of weeks ago and nothing negative came up regarding the firm. Victoria asked if they should set up a meeting. Caitlin said yes and update the PAR for just the two options; a building somewhere else or the current location. Victoria said she would set up a meeting. Denise said the board needs to consider how much consulting they require from Rethinking Libraries for Jacob to estimate cost. Victoria said she thought they just needed to meet with them and decide from there. Dianne said she would encourage more Zoom meetings.

GUESTS

Carla, President of the Foundation will report on 2021

Carla gave an overview of the fundraisers and funds raised by the Foundation during 2021. She noted that the Foundation was the recipient of several grants like the CAREs grant and Rapp Foundation grant. She also mentioned several of the fundraisers that they had and the general feeling amongst the community of how valuable the library is.

Carla exited the meeting at 4:35 pm

APPROVAL OF MINUTES

Dianne made a motion to approve the minutes from the November 2021 meeting and Leon seconded. The motion passed unanimously.

FINANCES

Caitlin made a motion to accept the monthly financial reports and Dianne seconded the motion. The motion passed unanimously.

NEW BUSINESS

Library Card, Circulation, Patron Privacy Policy—further update

Denise discusses the need for the changes regarding the minor card policy, as she was recently made aware of the discrepancy between the library's policy and minor privacy laws through talking with the State Library. She commented that parents could only be notified of what is on their minor's card if material is overdue or lost. Nothing else can be shared without written permission of the minor. She notes that the removal of the DVD limit is due to its difficulty in enforcing as well as conflict it creates between staff and patrons. The third subject to change in the policy is the parent's written permission for their minor to checkout hotspots. Caitlin asked if it was a one-time permission and Denise agreed. Caitlin made a motion to accept the policy as amended and Dianne seconded the motion. The motion passed unanimously.

Suggestion to update the Personnel Policy to indicate a 5 pm closing on Thanksgiving Eve and clarify vacation accrual.

Caitlin comments that 5 o'clock sounds fine to close the day before Thanksgiving. Denise comments that the second portion of this line item is administrative in nature and does not affect vacation accrual, just clarifies how the director and accountant implement it. Dianne makes a motion to approve the amendments to the personnel policy and Caitlin seconded the motion. The motion passed unanimously.

Update board bylaws

Leon asks that the board change their bylaws to not meet in the month of December. Caitlin made a motion to amend the board bylaws to reflect not meeting in December and Dianne seconded the motion. The motion

passed unanimously.

Emergency purchase of new furnace

It should be noted for the public record in the minutes that there was an emergency purchase of a new furnace for the Rasmussen building. The State Library was consulted on what to do in an emergency situation when a public meeting could not be held in a timely manner. The State Library consultant said that the director and board chair may get together and make a decision and let the other board members know that for the safety and wellbeing of the library and staff and patrons that a decision had to be made and to document it. The director informed the entire board by email that the furnace had failed and an emergency decision would have to be made. There was an attempt to get three bids but the Chair and Director made the decision on Monday, December 13 after receiving two bids to go with Anderson's Plumbing, Heating & Air Conditioning at a cost of \$5,399.73 with an additional \$749 for a sealed drain pan. This decision was due to cost, the ability of Anderson's to do the work the same week: December 15-16, and taking into account board member Leon Theroux view that using the same company for all the library's HVAC units was his preference, In addition, Dianne also sent an email to Denise that she approved the decision.

ONGOING AND UNFINISHED BUSINESS CONT.

Covid related issues & policies

The board decided to not change any COVID policies at this time.

PUBLIC COMMENT

None

BOARD/DIRECTOR ANNOUNCEMENTS & COMMENTS

Denise noted that accounting services costs went up a little bit and informed the board that the children's/adult programmer recently resigned. It was also discussed that the board and the foundation should review the MOU agreement.

ADJOURNMENT

The meeting was adjourned at 5:12 pm

- Minutes by Melanie Carroll