

# NORTH VALLEY PUBLIC LIBRARY

## PUBLIC NOTICE:

### Board of Trustees Meeting

Wednesday, March 21, 2018 at 3 p.m. in the Library

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

- Call to Order/Roll Call
- Public Comment
- Guests
- Approval of Minutes
  - ✚ January 2018
  - ✚ February 2018
- Finances
  - ✚ Statement of Revenue – Budget vs. Actual
  - ✚ Statement of Expenditure – Budget vs. Actual
  - ✚ Cash Report
- New Business
  - ✚ Cash Handling, Check, Credit Card & Reimbursement Policy
- Ongoing & Unfinished Business
  - ✚ Director's Report – Questions or Comments
  - ✚ Building
- Board Announcement & Comments
- Adjournment

---

208 Main St., Stevensville, MT 59870, 406-777-5061

[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, March 21, 2018  
North Valley Library Community Room

Victoria Howell, Board Chairman  
Dianne Snediger, Board Member  
Caitlin Dunn, Board Member  
Leon Theroux, Board Member  
Denise Ard, Library Director

Victoria called the meeting to order 3:02 p.m. Kim Tiplady was not present. There was no public comment. There were no guests.

Minutes: Dianne motioned to approve the minutes from the January trustee's meeting, Caitlin seconded. Minutes were unanimously approved. Leon motioned to approve the minutes from the February trustee's meeting, Caitlin seconded. Minutes were unanimously approved.

Finances: Since the library did not need to hold an election, the District saved over \$8,325. Due to tax increases, the telecommunication line will be a little more than anticipated. Caitlin motioned to approve finances, Dianne seconded. The motion unanimously approved.

New Business: Denise presented the newly written Cash Handling, Check, Credit Card & Reimbursement Policy. The board corrected some typos and suggested some wording and punctuation for clarification. Dianne motioned to approve the policy with corrections, Leon seconded. Motion approved unanimously.

Director's Report: The library is advertising for a substitute library assistant position. Denise shared some of the positive feedback the library staff has been getting from pleased patrons.

The Foundation Fundraising Dinner is on April 14 at the St. Mary's Center in Stevensville. All board members are encouraged to go. Staff has been invited as well.

Chocolate and Authors: Over 90 people attended the Friends' fundraiser. The board expressed its appreciation of the Friends for a job well-done.

One board member is required to attend the Tamarack Federation meeting in Bigfork. The board wanted to know the cost of attending Tamarack and Denise will get more information as several board members expressed interest in attending. Leon is planning to attend the Tamarack Conference and said he would be happy to pay his own way if needed.

Victoria adjourned at 4:22 p.m.

Minutes by Pam Morris