

## PUBLIC NOTICE

### North Valley Public Library Board of Trustees Meeting

208 Main Street, Stevensville, MT 59870

Wednesday, October 16, 2024, at 3pm

**Meetings are open to the public.**

#### ***Agenda***

- **CALL TO ORDER/ROLL CALL**
- **PUBLIC COMMENT<sup>1</sup>**
- **GUESTS:**
- **APPROVAL OF MINUTES**
  - ❖ Board minutes from 09/11/2024.
- **FINANCES**
  - ❖ Statement of Revenue
  - ❖ Statement of Expenditure
  - ❖ Cash Report
  - ❖ Chair compares monthly bank statement to accounting reconciliation report.
- **NEW BUSINESS**
  - ❖ Holiday closures
  - ❖ Review library open hours and staffing, possible reduction in hours
  - ❖ *Personnel policy* updates
  - ❖ Summer Reading Report
- **ONGOING & UNFINISHED BUSINESS**
  - ❖ New building plans, discussion & decisions
  - ❖ Foundation
- **PUBLIC COMMENT**
- **BOARD/DIRECTORS ANNOUNCEMENTS & COMMENTS**
  - ❖ Tamarack Funds
  - ❖ Continuing Education for the Board
- **ADJOURNMENT**

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<sup>1</sup> 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](mailto: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](http://northvalleylibrary.org/board—information).

**MINUTES OF THE NORTH VALLEY PUBLIC LIBRARY BOARD OF TRUSTEES**  
**Wednesday, October 16, 2024, at 3pm**

**CALL TO ORDER/ROLL CALL** Dianne called the meeting to order at 3:02

Board Present: Dianne Snedigar, Margy Gilbertson, Kim Tiplady, Victoria Howell.

Caitlin Dunn arrived late, at 3:19pm, during new business.

Staff Present: Denise Ard, Library Director

**PUBLIC COMMENT** No public was present therefore there was no public comment.

**GUESTS:** No guests were present.

**APPROVAL OF MINUTES**

Kim made a motion to approve the September minutes. Margy seconded the motion. The motion passed unanimously.

**FINANCES**

**Financial Statements**

Dianne asked if there was anything the director wanted to point out. Denise noted that the telecommunication company, Lumen, is once again misbilling the library. The library is charged more than the contract signed and is also not receiving the eRate discount so double wrong. Dianne wondered if Denise should contact the State of Montana Department of Justice Consumer Protection and/or the Montana Public Services Commission, as she did a previous year about Lumen's overcharging. Denise said she submitted the complaint early that same day, so will wait to find out if it is addressed before escalating the issue.

Kim made a motion to approve the financial reports. Victoria seconded the motion. The motion passed unanimously. The Chair compared the monthly bank statement to the accounting reconciliation report and signed it.

**NEW BUSINESS**

**Holiday closures**

Denise said all staff scheduled for Dec. 26 requested it as a vacation day. She conducted a survey of the staff, and the majority were willing to trade MLK Day to have Dec. 26 as a holiday. The board decided to add Dec 26 as an additional holiday as an additional benefit and incentive to the staff.

Victoria made a motion to add December 26 as an extra paid holiday. Kim seconded the motion. The motion passed unanimously. The library will be closed December 24-26.

The board said to put a sign out as soon as possible after the meeting about the additional holiday closure.

**Review library open hours and staffing, possible reduction in hours.**

Kim made a motion to accept the proposed schedule the director presented with new hours. There was not a second. The motion dropped. The board discussed further the current hours, the budget, the shortage of staff to cover sickness, vacation, jury duty etc., what would be the best reduction in hours. They reviewed the door statistics from July 1, 2023-October 11, 2024, and reviewed low attendance times. Victoria made a motion to be open the 1<sup>st</sup>, 3<sup>rd</sup>, and 5<sup>th</sup> Saturdays of the month, close the 2<sup>nd</sup> and 4<sup>th</sup> Saturdays of the month, and year-round on weekdays be open 10am-6pm, effective November 1. Kim seconded the motion. The motion passed unanimously. The board said Denise should draft an article to submit to the local newspapers outlining the new hours and the reasons behind the change and submit it to Dianne for approval before sending it to Ravalli Republic and Bitterroot Star.

**Personnel policy updates**

Caitlin made a motion to update the *Personnel Policy* to say insurance is available to eligible employees the 1st day of the month following 30 days of employment. Kim seconded the motion. The motion passed unanimously.

Kim made a motion to update the *Personnel Policy*, adding December 26 as a paid holiday. Victoria seconded the motion. The motion passed unanimously.

Victoria made a motion to add the following scheduling statement to the *Personnel Policy*:

**Scheduling**

The Director sets the library schedule for smooth operation of the library based on the overall mission and direction of the Board. The Board has outlined the following best practices: Library Assistants' most important task is to provide direct customer support to patrons and therefore Library Assistants are scheduled during open hours to be available to serve the public. The only exception is 1 hour for pre-opening duties, which can be managed by one employee arriving one hour early or two Library Assistants arriving 30 minutes before opening. Administrative staff and programming staff are also expected to be available during open hours. They may have some additional hours either before the library opens or after the library closes, but most of the hours should be scheduled when the library is open to the public, or when programmers are serving the public by presenting a program.

Kim seconded the motion. The motion passed unanimously.

**Summer Reading Report**

The board reviewed the Summer Reading report. Dianne said she was happy to sponsor Summer Reading again, Farmers State Bank provided the gift cards for prizes.

**ONGOING & UNFINISHED BUSINESS**

**New building plans, discussion & decisions**

There were no new updates. Still waiting to hear from Ravalli County's answer to the board's legal questions, and from Rob Horlacher on a specs to put out for bid.

**Foundation.**

No Foundation members were present. They said the book sale went well.

**PUBLIC COMMENT** No public joined the meeting, therefore there was no public comment.

**BOARD/DIRECTORS ANNOUNCEMENTS & COMMENTS**

**Tamarack Funds**

The library is receiving an additional \$588.35 this year because another library did not meet the criteria. Margy will attend the Fall Tamarack meeting by Zoom the next day, Oct.17.

**Continuing Education for the Board**

Denise said the Board has one credit so far for this fiscal year. The board said their meeting with Ravalli County should count as training but it was the last fiscal year.

Dianne said she will attend the November Board meeting remotely. Kim said she will be absent.

Denise will look over the materials the State Library provided for boards, and either prepare training or find training courses of interest to the board that they can watch January or February.

**ADJOURNMENT**

Kim made a motion to adjourn at 4:40. Caitlin seconded. The motion passed unanimously.

Minutes by Caitlin Dunn and Denise Ard