

PUBLIC NOTICE

North Valley Public Library Board of Trustees Meeting

208 Main Street, Stevensville, MT 59870

Wednesday, November 20, 2024, at 3pm

Meetings are open to the public.

Agenda

- **CALL TO ORDER/ROLL CALL**
- **PUBLIC COMMENT¹**
- **GUESTS:**
- **APPROVAL OF MINUTES**
 - ❖ Board minutes from 10/16/2024.
- **FINANCES**
 - ❖ Statement of Revenue
 - ❖ Statement of Expenditure
 - Lumen overcharging
 - ❖ Cash Report
 - ❖ Action on certificate of Deposit that will mature 11/25/2024.
 - ❖ Chair compares the monthly bank statement to accounting reconciliation report.
 - ❖ eRate
- **NEW BUSINESS**
 - Water Service Lines
 - Naming Policy and donor levels.
 - Employee grievances. Review of the Personnel Policy section on employee grievances.
 - Safety protocol for children's office.
 - Review Community Room policy, key checkout, and security.
 - Public Library Annual Statistical Report & Census statistics.
- **ONGOING & UNFINISHED BUSINESS**
 - ❖ New building plans, discussion & decisions
 - ❖ Foundation
- **PUBLIC COMMENT**
- **BOARD/DIRECTORS ANNOUNCEMENTS & COMMENTS**
 - ❖ Continuing Education for the Board
- **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.

MINUTES OF THE NORTH VALLEY PUBLIC LIBRARY BOARD OF TRUSTEES
Wednesday, November 20, 2024, at 3pm

CALL TO ORDER/ROLL CALL Dianne called the meeting to order at 3:04

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

Board Absent: Caitlin Dunn, Kim Tiplady.

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

Victoria made a motion to approve the October minutes. Margy seconded the motion. The motion passed unanimously.

FINANCES

The Chair compared the monthly bank statement to the accounting reconciliation report and signed it.

Denise said that CenturyLink/Lumen did not rectify the overcharging, so Denise reached out to the Montana Public Service Commission for assistance for the incorrect bills. Although the Commission does not regulate internet, they regulate phone, and they have connections at CenturyLink/Lumen. They sent a referral and if that does not work then they said to contact Montana Department of Justice, Office of Consumer Protection.

Margy made a motion to approve the financial reports. Victoria seconded the motion. The motion passed unanimously.

Action on certificate of Deposit that will mature 11/25/2024. Victoria made a motion to renew the CD at 10 months at 4.0% interest. Margy seconded the motion. The motion passed unanimously.

eRate

Savanna Sill at the Montana State Library sent an email on Oct 16, 2024, saying, "there have been filings with the courts petitioning that the Universal Service Fund (USF) is unconstitutional...the 5th Circuit Court has sided with the petitioners that it is unconstitutional, while the 6th and 11th Circuit Courts have ruled USF constitutional. The Federal Communications Commission (FCC) and petitioners followed up with the US Supreme Court requesting them to take up this case."

Earlier in the year, as reported by the Director in January 2024, "Suzanne Reyer, at the State Library sent an email stating MSL is ending e-Rate support. 'Giving you all a heads up that MSL is ending its E-Rate support to public libraries. It takes quite a bit of time to keep up with the program. With few public libraries applying and many of those using consultants, it was thought not to be a good use of my time.'"

Denise explained that the eRate process takes months. The 470 form needs to be filed by February, then wait for bids, evaluate bids, accept a bid, then form 471 is required to request a discount by the deadline in March, then form 486 to start service in July. The yearly amount currently is \$2,091.60 and the library has yet to receive that discount because Lumen/CenturyLink misbilling.

Denise was wondering if it was worth her time. The board asked about the discounts available. Denise said it would be better worth the time involved if the library were getting something more costly such as a new fiber optic line installed.

Denise said if eRate survives the courts intact it could be worth later. The board asked if she could forgo applying for a year and do it again another year and Denise said yes. The board said they would leave it up to the Director.

NEW BUSINESS

- **Water Service Lines** The library received a notice from the Town of Stevensville about checking water lines for lead. Denise called the Town to have someone from the Town look at the lines. He came by and said they were galvanized, and that water should be tested. Denise said she would pick up that test kit after the check was signed. The board said the staff should be informed not to drink the water from the tap while we wait for results. Dianne said to call Culligan to find out prices for lead-free water.
- **Naming Policy and donor levels.** The board reviewed the suggestions from the Foundation on donor levels for the art/giving tree. They updated the ranges for the giving tree taking into consideration the Foundation's suggestion. The new donor tree giving levels and honor roll journal are as follows:

DONOR TREE GIVING LEVEL

Tree Trunk (2) \$15,000

Tree Roots and Tree Branches \$10,000

Rocks \$8,000-9,500

Apples \$5,000-7,500

Brass Leaves \$2,000-\$4,500

Silver Leaves \$1,500 - \$1,999

Copper Leaves \$1,000-\$1,499

HONOR ROLL JOURNAL GIVING LEVEL

Honor Roll Journal \$500-\$999

Regarding the naming opportunities of a new building, the board said amounts can be determined later, after the Foundation receives input from a capital campaign consultant and the library has more complete building plans. The policy will state in the meantime, "There will be naming opportunities of the new building later."

The board removed restrictions on the number of engraved spots that one donor could purchase on the art.

Margy made a motion to update the *Naming & Donor Recognition Art Policy* and Victoria seconded the motion. The motion passed unanimously.

- **Employee grievances. Review of the Personnel Policy section on employee grievances.**
The board talked about policy and procedure for employee grievances. Earlier in the month, Denise contacted the Chair because an employee said she wanted to have a meeting to discuss a complaint and suggested a witness be present. Denise directed the employee to the grievance part of the *Personnel Policy*. Dianne and Victoria told Denise either of them could serve as a witness if needed. However, the employee chose to meet with Denise without a witness and instead they agreed upon taking notes that they both approved and signed.

Denise presented that paperwork to the board. The complaint centered about the locking of the children's office and the lack of communication regarding the suggestion. The complaint did not meet the acceptable reasons for filing a grievance because no policy or procedure was violated. However, a mixture of step 1 and step 2 of the grievance procedure was followed which allowed the complaint to be

addressed in a satisfactory manner.

The board said the director should explain to the staff the difference between library supervisory hierarchy, and person-in-charge in the director's absence. Denise will prepare something and send it to the Chair and Vice Chair before sending it to the employees.

The board said that if an employee made a complaint against the director and wanted a witness that the Chair or Vice Chair could serve in that role, not another employee.

The board chose not to modify the personnel policy. Denise will add to the Standard Operating Procedures that the Chair or Vice Chair will serve as witness, if required, during Step 1 of the grievance procedure.

- **Safety protocol for children's office.**

The board discussed the safety protocol for the children's room. They read and discussed the opinion of Police Chief Boe recommending it as an exit in case an active shooter entered the front door of the library. They also reviewed the document referred to above in which the employee outlined her safety concerns that the door remains unlocked as an exit in case of an active shooter. The board thought Chief Boe should have addressed the board directly rather than speaking to the staff, especially to a staff member individually. They asked questions on how that came about. And said all staff should be aware that outside community members should speak to the director or the board on matters of concern to the board such as this.

They spoke of the pros and cons of having the door locked and the likelihood of a child molester getting a child in the room or stealing vs an active shooter. The board said they wanted to discuss it further with all the board members present to have a full discussion. The board members said to put the item back on the agenda for the next meeting on January 15. They said in the meantime keep the door locked.

The board said that staff members Emily and Kayli, could present their concerns in 5 minutes or less at the next board meeting on January 15.

- **Review Community Room policy, key checkout, and security.** Victoria made a motion to add the following statement to the Community Room policy, "The library allows use outside library hours. The key may be picked up during open hours in the library no more than 24 hours prior to using the room. The key may be picked up more than 24 hours prior to using the room if the library is closed in the 24 hours preceding the meeting." Margy seconded the motion. The motion passed unanimously.
- **Public Library Annual Statistical Report & Census statistics.** The board reviewed the annual statistical report/public library survey, and census demographic statistics.

ONGOING & UNFINISHED BUSINESS

New building plans, discussion & decisions

Robb Horlacher may have preliminary document for an RFP in December.

Foundation

Denise shared an email from Foundation President Carla Sanders inviting the library board to be on the capital campaign committee. Margy said she could be on the capital campaign board if it was a daytime board. She added that she was unsure she had the skill set to be of value on that board, but said she

could help as able.

Dianne said she is already on three boards; she declined the invitation but said she could help indirectly with approaching donors if asked.

Victoria also said she could not serve on another board or attend more meetings but was also happy to assist by talking to people if asked and could help indirectly with requests.

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

BOARD/DIRECTORS ANNOUNCEMENTS & COMMENTS

Continuing Education for the Board Denise said she has not planned anything yet. The board said it could wait until February.

ADJOURNMENT The board adjourned at 5:30.

Minutes by Denise Ard