

# NORTH VALLEY PUBLIC LIBRARY

## **PUBLIC NOTICE:**

### **Board of Trustees Meeting**

Wednesday, August 7, 2019 at 3 p.m. in the Library

**Meetings are open to the public.**

- Call to Order/Roll Call
- Guests
- Public Comment
- Approval of Minutes
- Finances
  - ❖ Statement of Revenue – Budget vs. Actual
  - ❖ Statement of Expenditure – Budget vs. Actual
  - ❖ Cash Report
- New Business
  - ❖ Board email: Trustee Snedigar suggests instead of having trustees reply to emails sent by the Director and Chair that emails be sent using the “request a read receipt” option.
  - ❖ Budget & wage increases: The board will vote on raises and the preliminary DRAFT budget, determining expenditures for the next fiscal year.
  - ❖ Update wage ranges in the personnel policy & position descriptions: The board will vote to update the wage ranges listed in the personnel policy (also listed in the position descriptions) after voting on wage increases.
  - ❖ Animals in the Library Policy updates.
- Ongoing Business
  - ❖ Building
    - Flooding of staff room
- Public Comment
- Board/Director Announcements & Comments
- Adjournment

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[northvalleylibrary.org](http://northvalleylibrary.org)

Monday – Friday 10 a.m. to 7 p.m.

Saturday 10 a.m. to 5 p.m.

**They North Valley Public Library**  
Minutes Board of Trustees Meeting  
Wednesday, August 7, 2019 at 3 p.m. in the Library

**Call to Order/Roll Call**

The meeting was called to order at 3:10

Present:

Caitlin Dunn, Board Member

Victoria Howell, Board Chairman

Dianne Snedigar, Board Member

Leon Theroux, Board Member

Kim Tiplady, Board Member

Denise Ard, Director

**Guests**

No guests

**Public Comment**

No public in attendance so therefore there was no public comment.

Victoria said Caitlin has agreed to take notes, as well as Denise. Caitlin will share her notes with Denise and Denise will write minutes. Leon said he is comfortable with two people taking notes. Leon would prefer not just one-person take notes because it may prevent concentrating and participating in discussion. Caitlin said it helped her concentrate. It was decided if it prevents either Denise or Caitlin from participating that the board will get someone outside of a staff member to take the minutes. The option of recording the minutes was discussed and asking Dan Clark if it has to be an official recording or if one Trustee record it on their personal phone that it is theirs.

**Approval of Minutes**

Caitlin motioned to approve the minutes without any revisions. Kim seconded. Approved unanimously.

**Finances**

Victoria thanked Denise for underspending the budget for the year. Leon asked why the flash drive revenue was 422% more than anticipated. Denise explained the Friends of the Library bought in bulk to give as gifts to all the authors that participated in *Chocolate and Authors*. Friends has only committed to doing *Chocolate and Authors* for one more year. It is not a moneymaker so does not do well as a fundraiser. Kim motioned to accept the finances. Dianne seconded. Approved unanimously without further discussion.

**New Business**

**Email:** The board discussed responding to emails. It was decided not to use Outlook "request a read receipt" option and just to remember to respond simply that email was received. Leon said he always responds and Denise and Victoria concurred he was excellent at responding.

**Budget & wage increases:** Victoria told the board that she and Denise had gone over the wage increases carefully. She reminded the board of their decision to pay staff not only living wages, but to increase wages every year to pay people what they are worth, as long as there was money in the budget to do so. Kim agreed it was important to pay people a good wage. Leon said his concern was sustainability. Victoria said the budget could handle it. Leon moved to accept the wage increases as provided by the Director to Board. Dianne seconded. The discussion that followed included being competitive in the market place and offering good benefits. Current health insurance has a yearly \$4,000 deductible. After the deductible is met, the insurance still does not pay at 100% but a percentage of the cost, so it is not affordable to get emergency medical treatment or surgery if necessary. Leon said he has no problem using other libraries as a method of comparison but we have to be careful about Bitterroot because they are part of a bigger insurance group. Denise said Bitterroot is not part of a bigger group but has to get their own health insurance. In fact, Denise (NVPL) and Mark (Bitterroot) at one time inquired of the health insurance broker if we could lower our cost by joining as a group.

They were told that we still were not big enough to make any cost savings. Victoria said the library is not struggling financially, but we are not plush. Dianne mentioned that employees could pay the difference to get a lower deductible. She said Farmer's Bank offers health insurance with \$1,000 deductible and she pays out of pocket to get an even lower deductible of \$500. Denise will check with the Department of Administration the procedure involved if one wants a better health plan but has already set the base year for the permissive medical levy. A better health insurance plan will be explored for next fiscal year. The Board will also discuss next fiscal year if the library will lower the required hours to be eligible for health insurance employees from 38 hours a week. Bitterroot Library offers health insurance to any employee working a minimum of 32 hours. NVPL will decide if they will do so also.

Caitlin reminded the group they did not vote on the motion. A call for the vote was made and the wage increases were approved unanimously.

The board then looked at the rest of the budget. Denise said the board needed to make a decision on the Library Depreciation budget she submitted. They needed to decide if they wanted Denise to add the difference between revenue and expenditure to the appropriation or the reserve. The Board said to appropriate it.

Kim motioned to approve the preliminary budget with the addition of new hire at \$14/hr. for 20-hours a week, and the final tax revenue from the county, realizing that adding a new position would decrease the amount going into the Library Depreciation fund for capital expenses. Dianne seconded. No further discussion. Motion passed unanimously.

### **Wage ranges**

Dianne made a motion to accept the new wage ranges as proposed by Denise and to strike a sentence referring to a wage cap from October 2012. Kim seconded. No further discussion. Passed unanimously.

Employees will be paid at a rate not less than nor in excess of the wage ranges listed below.

Library Substitute: \$12 - \$15 per hour

Library Assistant: \$13 - \$16 per hour

Library Specialist/Program Coordinator: \$13 - \$19 per hour

Youth Services Director \$14-20

Administrative Library Specialist: \$15 - \$21

### **Animals in the Library Policy updates**

Caitlin moved to accept the updates to the Animals in the Library Policy and Kim seconded. The motion carried unanimously.

### **Ongoing Business**

#### **Building - Flooding of staff room etc.**

Leon said he volunteered to come to the library and inspect the flooding of the staff room. He said Denise was concerned about the server. Leon said it would have to be ankle deep before it would damage the server because the wires are waterproof. He saw no evidence of water going past the staff room into the library proper.

Leon thinks the bathroom is a separate issue, probably from a crack in the foundation he saw that goes down to ground level.

Leon said if we notice water intrusion on another day to call him right away. He is willing to be called anytime to observe problems.

Victoria reminded the Board that the building inspector said the Library should remove dirt in the back and have work done, but does not know how that project will fit in with the Board's bigger issues and goals for the building and that they still need to make those decisions. Regina from the County is willing to talk to the Board about the bond process.

#### **Building – Other**

Leon said he attempted to go over to talk to The Plumber about the estimate for better flushing commercial duty toilets,

but there was no one there.

Denise said that Daniel tried calling Ed Sutherlin about removing the planter. Daniel told Denise he called about 50 times but no response and there was not an option to leave a message. Victoria said she would ask George at the Town if he could do it. Dianne wondered it was a conflict of interest but Victoria thinks it is appropriate for the Town to assist another public entity. Victoria said she would also try again to ask the concrete workers when they are working on the streets.

**Public Comment**

No public joined the meeting so there was no public comment.

**Board/Director Announcements & Comments**

Leon asked how the public could see the budget. Leon said he is concerned that it is available. The budget is available to be viewed at the library for anyone that might ask.

Denise introduced the board to Flipster digital magazines.

**Adjournment**

Kim motioned to adjourn the meeting at 5:03. Dianne seconded. Passed unanimously.

Minutes by Denise E. Ard