



## **PUBLIC NOTICE:**

### **Board of Trustees Meeting**

Wednesday, October 18, 2017 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
- Finances
  - ✚ Statement of Revenue – Budget vs. Actual
  - ✚ Statement of Expenditure – Budget vs. Actual
  - ✚ Cash Report
- New Business
  - ✚ Request from Annika, Library Specialist: Youth Services Program Coordinator
- Ongoing & Unfinished Business
  - ✚ Director's Report – Questions or Comments
  - ✚ Building
- Adjournment

Upcoming Board meetings: November 15. The Board will not meet in December per the vote at the June meeting.

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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, October 18, 2017

Victoria Howell, Board Chairperson  
Kim Tiplady, Board Member  
Dianne Snediger, Board Member  
Ben Essary, Board Member  
Caitlin Dunn, Board Member  
Denise Ard, Library Director  
Leon Theroux. Guest

Victoria called the meeting to order at 3 p.m. All board members present.

Approval of Minutes: Caitlin moved to approve the minutes of the last meeting, Kim seconded. Minutes approved unanimously.

Finances: The new out-of-district fee has raised \$650 in revenue as of October.

Denise said she used the wrong percentage for unemployment insurance so that budget line will be overspent for the year but the difference is less than \$200. Denise moved some money from children's DVDs to children's audio books and that adjustment will be reflected on November reports. That change does not affect the Board approved budget because the board votes on the total collections only.

Bret Gardner, the library's IT director, will be leaving for another job. Denise is looking into independent contracting for IT rather than an employee. That would mean personnel underspent and object code 365 overspent, or she may add another BARS object code just for IT contracting. Some outsourced IT companies require a monthly contract, which makes the cost prohibitive for our library. Ben made a motion to approve the finances, Dianne seconded. The motion passed unanimously.

New Business: At the request of an employee, the board considered and discussed the feasibility of adding an infant-at-work section to the personnel policy. The board consensus was to keep the policy unchanged because direct public service is not a good fit.

Building: The staff room renovation is progressing: Completed thus far: demolition, new poured cement floor, framing, insulation of walls and ceiling, initial electric, initial plumbing for the sink. Century Link needs to come in and rewire the fiber optic cable to where the server is going to be.

Dianne will touch base again with the Future Farmers of America (FFA) coordinator to see if they will apply for a grant so the kids can landscape the area behind the library for better drainage. The HVAC that will be installed to cool the server, and heat the staff in the workroom, will interfere with the original drawing for a French drain. In addition, the ground wire for the server also was not drawn in to the landscaping drawing. Victoria will follow up on the planter in front of the community room.

Ben says to be on a lookout for a replacement because he needs to resign from the board before the end of his term.

Victoria adjourned the meeting at 3:47 p.m.