

# NORTH VALLEY PUBLIC LIBRARY

## BOARD OF TRUSTEES MEETING AGENDA

Wednesday, July 20, 2011, 5:00 p.m.

### Call to Order

1. Introduction of Guests
2. Approval of Agenda
3. Report from the Friends (Beverly Helrich)
4. Approval of minutes
5. Approval of finances

### Old Business

1. Debt collection/Partners policies
  - a. Can we refuse to issue cards to patrons barred at other libraries?
  - b. Are some items categorized as LOST actually being discarded? (Rita)
  - c. Billed amount/paid amount listed (Rita)
  - d. Duplicate billing for same item (Rita)
  - e. How is MSC notified of discarded items? (Rita)
2. Approval of fundraiser job description
3. Children's Room remodel update
4. Renew building CD (matures on August 2)

### New Business

1. Additional staff hours from 9-12 on Tuesdays?
2. Mary Jette resignation – hiring a new sub?
3. Bookkeeper fee increase
4. Funds in checking account
5. Review and update Child Safety Policy
6. Ravalli Electric Coop budget plan (Gayle)
7. Membership in ALA (Gayle)

### Meeting Review

**Next board meeting: Wednesday, August 17, 5:00 p.m.**

North Valley Public Library  
Board Meeting  
20 July 2011

Members Present

John Conlan  
David Anderson  
Gayle Tom  
Jamison Starbuck  
Rita Faulkner

Guests Present

Renee McGrath  
Leon Theroux  
Beverly Helrich

CALL TO ORDER

John called the meeting to order at 5:00 PM

1. John introduced the guests
2. John made a motion to amend the agenda. Adding under New Business: #6. Ravalli Electric Coop budget plan (Gayle), #7 Membership in ALA (Gayle), #8 Directors salary (John) and #9 Missoulia employment ad price (John). David seconded the motion. Motion carried, with all members approving.
3. Beverly reports the Friends of the Library will be having their annual Creamery book sale. Set-up takes place Thursday, 10 AM, 4<sup>th</sup> August, and the book sale will be on the 5<sup>th</sup> and 6<sup>th</sup> of August 2011.
4. John asked if everyone viewed the 15 June 2011, he making a motion to approve. David seconded. Motion carried, with all members approving.
5. John asked if everyone viewed the finances, making a motion to approve. David seconded. Motion carried, with all members approving.

## OLD BUSINESS

1. a. Renee indicated that if a patron has been barred at another library, NVPL could not follow. In order for a patron to be refused service, the material that is either lost/damaged, non-returned, would have to be NVPL's own material.

b.-e. Debt collection through Partners; Rita has concerns over the debt collection, if over 3 years old, there is a statute of limitations; and that some of the books noted on the list from Partners, appear to have been handed over to the Friends of the Library for their booksales. Renee tried to assure the board that that could not happen. Renee explained how MSC is notified of discarded items. Rita was clear, that the report Partners provided was confusing, and would like to postpone hiring a collection agency, at least until the new director is hired.

2. John made a motion to table the Fundraiser job description until after the new director is hired, to be part of the decision-making process from the beginning. There being no objections, Jamison seconded. Motion carried with all members approving.

3. David reported the Children's Room wall has been removed, now waiting to the paint to dry.

4. Renee reported the library CD is up for renewal on 2<sup>nd</sup> Aug 2011. David made a motion to have the CD renewed for another 3 months. John seconded. Motion carried, will all members approving.

## NEW BUSINESS

1. Renee requests additional staff member, Donna, to work 9-12 on Tuesdays, due to the added work that occurs after the library has been closed for 2 days. Discussion took place. Rita made a motion to allow extra help from 9-12 on Tuesdays, but subject to change once a new director is hired. David seconded. Motion carried, with Jamison opposing.

2. Mary Jette has tendered her resignation. Renee would like to hire a new sub to take her place, which would be Kim. David made a motion to hire Kim on a temporary basis, not to exceed 90 days, and this would be subject to change once the new director is hired. Jamison seconded. Motion carried, with all members approving.

3. Vicki Ross, bookkeeper, has requested an increase of \$1.00 an hour. John asks that Vicki put her request in writing, sending it to John for the next board meeting.

4. Renee has made sure there will be enough funds in the checking account to pay bills, through the month of August.

5. With the Child Safety Policy reviewed, David made a motion to approve. Rita seconded. Motion carried, with all members approving.

6. Gayle corrected the name of the power company to be, Northwestern Energy, rather than Ravalli Coop. Gayle wanted to address the possible use of their 'Budget Plan' available, and may possibly help the library budgeting; a flat amount send to energy company every month. It was decided this appeared to be designed for residential. No action taken.

7. In discussion with Gayle, membership with American Library Association (ALA), that the library has an organizational membership. If any action needs to take place, we should wait for the new director to settle in.

8. Directors salary; The board does not want the incoming director making less than the staff. Need to explore and make a decision on hourly amount, as well as consider a ceiling cap on long standing employees.

9. John looked into an ad for the Missoulian. It far exceeds what the library can pay. Rita suggested to hold off until the August board meeting to see if we even need utilize this avenue of advertising.

John asked if any other topics need to be discussed, and none offered. Rita made a motion to adjourn the meeting. John seconded. Meeting closed at 6:55 PM.

Next monthly board meeting will be 17 August 2011, 5 PM.

Rita Faulkner