

# North Valley Public Library Board of Trustees Meeting

Wednesday, June 18, 2014

3:00 p.m. Library's Community Meeting Room

1. Call to Order/Roll Call
2. Public Comment
3. Introduction of Guests
  - Beverly Helrich - Report from the Friends of the Library
  - Madeline Levine - Report from the Library Foundation
  - Leon Theroux - Building report
4. Approval of Minutes
5. Approval of Finances
  - Cash Report
  - Statement of Expenditure – Budget vs. Actual
  - Statement of Revenue – Budget vs. Actual
6. Director's Report
7. Unfinished Business
  - Roof/Electric
  - Façade Plans/Update
8. New Business
  - Bank signatures
  - Trustee Training (Scheduling State Librarian, Review of Board and Director interaction etc.)
  - Wells Fargo –Donation from the Trust of Warren Howe
  - Professionals on retainer/MPERA
  - Date of Board Meetings
  - Long term building plans & direction
  - Director authority to spend
  - Child Safety Policy & Story Time
  - Meet and Greet for Director
9. Adjournment

NEXT MEETING: Special Budget Meeting, Wednesday, June 25, 2014 @ 3:00 p.m. Library's Community Meeting Room

North Valley Public Library  
Board of Trustees Monthly Meeting, June 18, 2014

Final and Approved

Minutes

Joanne Charbonneau, Chair  
Ed Harrison  
Toba Winston  
Victoria Howell  
Denise Ard, Director  
Guests: Beverly Helrich  
          Madeline Levine  
          Leon Theroux

The meeting was called to order at 3p.m.

There were no public comments.

The first order of business was a report from the Friends of the Library. Bev reported on the last book sale, held on June 7th. Attendance was only about a quarter of what it usually is for the book sales. The money raised was \$225.00. Each year the Friends of the Library raise about \$5,000 with the book sales. Upcoming events include the Creamery Picnic the first weekend of August and the Art of the Chair Auction in October.

Madeline provided a treasurer's report from the Library Foundation. The only money spent was \$365 to Allegra Printing. The current balance in the bank is \$609.37.

Leon presented the Building report including an update on smoke detectors and the air conditioner working properly. He also scraped and cleaned the staff room, worked two Sundays to complete the work.

Joanne: Motion to approve minutes from last month's meeting. Seconded, approved unanimously with no further discussion.

There was a brief discussion about the financial reports. Ed: Motion to approve the financial reports as presented. Seconded, approved unanimously with no further discussion.

There were no questions concerning the Director's Report as submitted to the Board.

Next there was a discussion of the library roof. It is a membrane roof and if work is to be done on it, it needs to be done by someone who knows how to repair membrane roofs. It was suggested that Will Schrock does commercial roofs and he should be called to get an estimate of work needing to be done. Action Item: Ed will call Will Schrock.

Victoria presented an update on the building facade. JVC Construction Co. submitted a bid for \$3,125.86 to paint the front of the building. There was general agreement that this amount was a reasonable amount considering the amount of work to be done. There was a motion to obtain bids to paint the entire outside of the building. Seconded, approved unanimously with no further discussion.

New business: Bank Signatures at Farmer's State Bank needed to add Carrie Anderson to bank signatures so she may process payroll. Also, payroll date is changed from Wednesday to Thursday. Motions made and seconded, approved unanimously.

We need to set a date for State Librarian to visit and conduct training of Trustees concerning Board and Director interactions, etc. It was agreed to set the training to occur before the August Board meeting.

We received a letter from Wells Fargo as trustee informing us that there has been a one-time distribution from the Warren Howe Charitable Remainder Unitrust FBO June Howe in the amount of \$20,000 to the NVPL. There is some paperwork to complete to provide to Wells Fargo for this distribution to occur. Action item: Denise will complete needed paperwork.

We postponed discussion of moving the date of the monthly Board meetings to the second Wednesday of the month starting in September. This will allow Denise to attend the Leadership Bitterroot program which occurs on the second Wednesday of the month at a cost of \$350.

There was a motion to approve for the Director to spend up to \$2,000 between Board meetings. We discussed that people who work on the building must be licensed, bonded and insured. Motion seconded, approved unanimously with no further discussion.

The staff will come up with language concerning the Child Safety Policy and Story Time for the next meeting.

Meeting was adjourned at 5:22p.m.