

NORTH VALLEY PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING AGENDA
OCTOBER 24, 2012 3:30 P.M.

CALL TO ORDER AT 3:30 P.M.
APPROVAL OF AGENDA
INTRODUCTION OF GUESTS
APPROVAL OF MINUTES FROM SEPTEMBER 18, 2012
FINANCIAL REPORTS
REPORT FROM FRIENDS OF THE LIBRARY

OLD BUSINESS

1. ACCOUNTING
2. AUDIT
3. STRATEGIC PLAN

NEW BUSINESS

1. HOURS OF OPERATION
2. OUTREACH PROJECT
3. TRAINING POLICY
4. OTHER BUSINESS
5. DIRECTOR'S REPORT

NEXT BOARD MEETING: NOVEMBER 21, 2012 3:30 P.M.

North Valley Public Library
Board of Trustees
Meeting Minutes
October 24, 2012

Members Present:

David Anderson, Trustee
John Conlan, Chair
Desiree Dramstad, Library Director
Ed Harrison, Trustee
Gayle Tom, Trustee

It was known that Joanne Charbonneau would be absent for this meeting.

Guest:

Beverly Helrich, Friends of the Library
Leon Theroux

CALL TO ORDER

John Conlan called the meeting to order at 3:33 pm

1. Approval of Agenda: David Anderson requested to add a brief update on Joanne Charbonneau's letter to Melissa regarding partnering with Kris Komar. John Conlan requested to add a request from MAPS under New Business/Other. John Conlan moved to accept the agenda with these two additions. Gayle Tom seconded. No further discussion. Motion carried with all members present approving.
2. We have a quorum.
3. John recognized guests: Beverly Helrich and Leon Theroux
4. Approval of Minutes: John moved to accept the minutes for the Board of Trustee Meeting dated September 18, 2012. David seconded. No further discussion. Motion carried with all members present approving.
5. Financial Report: Desiree Dramstad presented the financials for August and September. Desiree is happy with the switch to Black Mountain software noting there are still just a couple of kinks to be worked out which will be address shortly. Discussion included Line Items 319000 – YTD column, 413000 – the need to budget individual lines in utilities, and 417000 – Professional Development clarification.

After discussion, John moved to accept the financial report as presented. David seconded. No further discussion. Motion carried with all members present approving.

ACTION ITEMS:

1. Desiree will check with the Black Mountain representative about having the Year To Date column on the report.
 2. Line Item 319000 - Cash Remainder from previous Fiscal Year: where should that be recorded.
6. Report by Beverly Helrich, Friends of the Library:
The Friends held a Membership Tea on October 16. One new member joined, and another person has interest. The Friends are currently sorting National Geographics and doing some research on worth on Ebay, Craig's List, and/or selling at the library.

CALL TO ORDER cont.

6. Report from Friends of the Library, cont.

Friends are also having craft sessions on Wednesdays making Christmas ornaments – some to be sold at the book sale.

OLD BUSINESS

1. Accounting

A. One of the 'kinks' alluded to earlier has to do with calculating health reimbursements before taxes. The first payout since trouble shooting this issue will be in November. Hopefully it is taken care of.

B. BTOP. Where to enter. Checking into.

C. Intercap. Where to enter. Checking into.

D. Petty Cash. The library is moving away from petty cash to using the credit card.

E. Fiscal Year 2012 report is completed and ready to be sent in. Magda Nelson has been a helpful resource for Desiree in this process.

Desiree has been in communication with Magda Nelson of the Department of Administration on some of the above issues and is very thankful for her input. Desiree is planning on meeting with Magda sometime in February or March of next year.

2. Audit

Magda Nelson indicated to Desiree that the library is not ready for an audit. Board agreed to put the audit on hold.

3. Strategic Plan

After reviewing some of the material made available to Desiree from Kim with the Flathead County system, Desiree feels it would be best to hold off a bit for something less complicated, more workable for our size of an organization.

4. Letter sent to Melissa Bangs re partnership with Kris Komar

Joanne Charbonneau sent the letter of inquiry of Melissa the possibility of working with Kris. As of date, there has been no reply from Melissa. Karen Powers, Fundraising Chair, is of the persuasion we need to obtain a professional fund raiser for this project. Kris is still interested. Discussion included the scientific survey, ways to pay for feasibility studies, what those studies (Fundraising Feasibility Study and Building Feasibility Study) would include, and asking Kris to prepare a proposal for working with us.

ACTION ITEM: David will ask Kris to put together a proposal to present at the November Board Meeting.

NEW BUSINESS

1. Hours of Operation

Desiree presented a Proposed Six-day Schedule for operations. Discussion ensued. She will run the idea past the staff now that we have a more concrete proposal. The Board is requesting she pencil out a workup on additional costs. David made a motion to be open on Mondays beginning in January, 2013. John seconded. No further discussion. Motion carried with all members present approving.

2. Outreach Program

Desiree presented an impressive power point for a Storytime Van. This van would travel to daycares in our vicinity with books and story material available for check out as well as drop off/pick up materials possibly in the Three Mile and Florence areas. Discussion ensued covering much of the presented issues such as needed materials/vehicle, estimated costs, additional staff and costs after the initial outlay, and expanding the service to home-bound community members as well. Desiree and Caitlin Kempainen have written a grant for the Rapp Family Foundation totaling \$2,500. Ways of purchasing a vehicle were also discussed. Desiree was given permission to continue working on this idea. More discussion to follow at a later date.

ACTION ITEM: John and Desiree will contact acquaintances with dealerships for leads on securing an affordable, dependable vehicle.

3. Training Policy

The staff would like to be granted 2 hours per month outside of shift hours, paid, for training purposes. They were also inquiring about incentives for re-certification. As of now, any staff that completes the required credit hours for certification are given \$100. After much discussion that Desiree will bring a policy draft to the next meeting encompassing our discussion and further research into other organizations.

ACTION ITEM: Desiree will prepare a policy draft for the staff manual regarding our training policy.

4. Other Business

A. John has received an agreement from MAPS to sign and return for doing our 1-3 minute short film about the library. The agreement simply states we will support them by agreeing to a Statement of Endorsement from the NVPL. After a very brief discussion, John was given the go ahead to sign and mail into MAPS.

B. John will research quality and costs (shop) for much needed vacuum cleaner for the library. Purchase will be made with allocated library funds.

5. Director's Report

A. Staffing. Cathy McLaren, a volunteer, has been hired for the substitute position mentioned last month.

B. Red Cross Blood Drive is set for October 25, 10:00 – 2:00 pm.

C. November's First Friday theme will be Customer Appreciation. Warm drinks and cookies will be made available, small gifts given and have a drawing for a Thanksgiving turkey.

D. Cribbage Tournament will be held at Blacksmith Brewery on Saturday, November 10 at 1 pm.

Proceeds will benefit library special projects. If successful, this can be considered for a yearly event.

NEW BUSINESS cont.

5. Director's Report, cont.

- E. Book Club. It's first meeting was October 11. The club meets monthly on the second Thursday at 10 am in the Community Room.
- F. MSC Meeting. Desiree attended this meeting in Helena on October 4-5.
- G. Network Health Checkup. BTOP funded network health checkups for all BTOP libraries in the state. Checkup performed on October 12. Results pending.
- H. Tamarack Federation will hold their next meeting by phone conference October 26. John has agreed to attend with Desiree.
- I. Community Asset Survey will survey random people about their skills, passions, and thoughts on how the library could help them share what they know. Desiree will implement this survey in the month of November. Patrons who participate will be entered in a drawing for an Amazon Kindle.
- J. Scientific Survey. Dan Doyle at UM has agreed to help write this survey. Input into what we want to know followed by a meeting with Dan to design the instrument is needed. We must also identify a group of people to send the survey to.
- K. Annual Statistics is due to the State Library on November 19. These are almost completed.
- L. Jury Duty. Desiree has been summoned for jury duty on November 20 and 21.

John moved to adjourn at 5:36 pm. David seconded. No further discussion. Motion carried with all members present approving.

The next regular NVPL Board of Trustees meeting will be held **Wednesday, November 21, 2012 at 3:30 pm** in the Community Room.

Respectfully submitted,

Gayle Tom
Secretary