

NORTH VALLEY PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING AGENDA
SEPTEMBER 18, 2012 3:30 P.M.

CALL TO ORDER AT 3:30 P.M.

APPROVAL OF AGENDA

INTRODUCTION OF GUESTS

APPROVAL OF MINUTES FROM AUGUST 15, 2012 AND AUGUST 29, 2012

FINANCIAL REPORTS

REPORT FROM FRIENDS OF THE LIBRARY

OLD BUSINESS

1. DIRECTOR EVALUATION
2. FUNDRAISING COMMITTEE RECOMMENDATIONS
3. RENOVATION "FOOD FOR THOUGHT"
4. DONOR PROSPECT LIST

NEW BUSINESS

1. VACATION AND SICK LEAVE BALANCES
2. LATE FILING FEE
3. KRIS KOMAR
4. OTHER BUSINESS
5. DIRECTOR'S REPORT

NEXT BOARD MEETING: OCTOBER 24, 2012 3:30 P.M.

North Valley Public Library
Board of Trustees
Meeting Minutes
September 18, 2012

Members Present:

David Anderson, Trustee (3:45)
John Conlan, Chair
Joanne Charbonneau, Trustee
Desiree Dramstad, Library Director
Ed Harrison, Trustee
Gayle Tom, Trustee

Guest:

Kris Komar
Leon Theroux

CALL TO ORDER

John Conlan called the meeting to order at 3:40 pm.

1. Approval of Agenda: John Conlan moved to change the order of the agenda accommodating our guest, Kris Komar. After the Introduction of Guests, we will begin with New Business, items 1 – 3, and then return to the Approval of Minutes, etc. Joanne Charbonneau seconded. No further discussion. Motion carried with members present approving.
2. We have a quorum.
3. John introduced our guests: Kris Komar and Leon Theroux

NEW BUSINESS

1. A. Vacation and Sick Leave Balances: Desiree Dramstad presented the question of how to appropriately handle vacation and sick leave benefits when an employee reduces their status from full-time to part-time. After discussion, it was agreed by all that we need to contact the state for their input. Desiree will then implement their suggestion without waiting until the October Trustee meeting for board action.

ACTION ITEM: Desiree will contact the State and follow through with their input.

- B. Inadvertent Vacation and Sick Leave Given: A bookkeeping error has been made granting vacation and sick leave time to a library sub. Since this is not something normally offered, we will contact the state as to how to appropriately handle this error and follow through with their input.

ACTION ITEM: Desiree will contact the State and follow through with their input.

2. A. Desiree received notification that we have a \$55.00 'Late Filing' fee for the year-end tax form with the State. After a brief discussion, it was agreed to pay the late fee without making an appeal or following up with the previous bookkeeper.

ACTION ITEM: Desiree will pay the \$55.00 'Late Filing' fee.

NEW BUSINESS cont.

3. A. Kris Komar: David Anderson briefly introduced Kris to those on the board that have not met her previously. Kris presented on the following areas:
- steps the library can/needs to be taking between now and January when Melissa Bangs is available again to work with us
 - team approach: the benefit of each member bringing specific strengths to the project
 - feasibility study: what that looks like, how it works, and the benefit of having one; cost
 - need for a Campaign Committee
 - brochure content: what to include/exclude
 - time frames
 - projected costs
 - what to do next

An informative discussion of each area mentioned above addressed questions, concerns, and clarifications as they arose.

CALL TO ORDER cont.

4. Approval of Minutes: John moved to accept the minutes for the Board of Trustee Meeting dated August 15, 2012 and the Special Trustee Meeting dated August 25, 2012. Joanne Charbonneau seconded. No further discussion. Motion carried with all members present approving.
5. Financial Report: Desiree Dramstad presented the financials to date with the caveat that she has not been able to meet with the Black Mountain representative for clarification of certain questions with the software. The information is not completely accurate, but the board was able to get a fairly good idea of financials at this time. It was noted that revenue is more than originally estimated and a letter from the county indicated more mills than originally thought available.

John moved to approve the finances as presented. David seconded. No further discussion. Motion carried with all members present approving.

Desiree also mentioned the current Carrie Anderson, Library Specialist, would like to relinquish her duties as in-house bookkeeper, but will continue her work for the time being. Desiree and the board will be actively seeking a replacement for her. However, because this necessitates reclassification of her position and hourly wage change, it was agreed upon that the State Human Resources and/or Tracy with the State Library System will need to be contacted insuring changes are made correctly.

6. Report from Friends of the Library: no information was available.

OLD BUSINESS

1. A. Director Evaluation

John posed the question to Desiree if she would like this portion of the meeting open or closed. She indicated open was acceptable.

The official Director Evaluation was presented to Desiree by John, reviewed and signed on September 9, 2012.

In response to the evaluation, Desiree stated she felt the evaluation was positive and helpful overall. However, she felt the comments regarding use of accessories and cosmetics in the "Dresses Professionally" category had no bearing on her job performance and inappropriate. She thanked the Board to refrain from including such comments in future evaluations.

B. Director Evaluation Tool

Joanne would like to include input from the staff for next year's evaluation including how things are going in the library, what ideas they have about PR as we move forward; staff input on how things are going and how things could go better on 3 or 4 different levels. Joanne would like this information before the end of the year and have the staff evaluation as part of the evaluation for next year.

John has contacted 4 different HRs (Ravalli County, Missoula County, State Human Resources in Helena, and Dept of Labor in Helena) regarding soliciting staff. The State offered pros and cons on both. The '360' tool could be an option here. Another option, the State offered to do a conference with us by phone or Skype to tell us how to formulate that section if we wanted it. When John gets back from travel, he is planning to talk with Patty MacEwen at the State HR for more information.

Ed Harrison said we need to be careful not to scrutinize too closely especially the first year. Usually, things will filter up over time.

We will revisit this with the information gathered at the November Trustee meeting.

2. A. Fundraising Committee Recommendations

As a reminder of requirements, John read from the NVPL Bylaws the following:

- "All committees shall make a progress report to the library board at each of its meetings".
- "The committee shall be considered to be discharged upon completion of the purpose for which it was appointed after a final report is made."

Because the Fundraising Committee is on somewhat of a hiatus, John contacted Karen Powers re requesting recommendations to present to the board concerning the capital campaign. Some of them have been discussed earlier this evening.

- i. Fundraising Feasibility Study. Recommended that the Board of Trustees proceed with the study, which should be at a reasonable price, to be determined by the Board of Trustees. This will show donor interest, and if people are not on board, what changes could we make to interest them.

OLD BUSINESS cont.

John has contact Tracy Cook regarding this as well. Discussion on the pros and cons ensued including:

How do we pay for a Feasibility Study? Possibly contacting the banks for contribution. This may be a way to gauge interest as well. Joanne feels this kind of a feasibility study has to be done before moving on. John suggested we look around for others who might be able to give us a better bid. If we committed to Kris, would 'Jeff' be automatically hired to do our feasibility study or would she be willing to work with whomever we decided? This could be a question for Kris. Options for paying for the feasibility study were also discussed.

ACTION ITEM: Joanne will contact Melissa about working with Kris/contacting her within the next 2-3 weeks.

ACTION ITEM: David will relay the information to Kris.

ACTION ITEM: John will contact banks and possibly intercap upon returning in about a month.

- ii. Building Feasibility Study. The study could be of use in a number of ways, now and in the future. Based off of study from Ontario. John has already put considerable time into this study both typing and contact Ben. However, he will wait until further direction from the fundraiser we hire.
- iii. Fundraiser/Consultant. Recommended the Board of Trustees hire a Fundraiser to coordinate all facets of the capital campaign and direct all activities.
Joanne feels we should ask Kris to talk to Melissa to see ways those two can partner together, come up with a proposal with money figures. David would also like to hire someone, possibly Kris and/or Melissa. Strengths of both could complement together. Ed is concerned with the 'contractor' driving the price. He feels we need some control as well.
- iv. Event Planning. A possibility exists that the Friends of the Library and the Foundation can work together on events to raise funds for the Library Foundation. No events are planned currently. Possibly the Friends and Foundation could work together on some events to raise money for the Library Foundation. Desiree noted that this will help keeping ourselves out in the community.
- v. Other Recommendations. Trustees can continue to work on developing the donor list, while waiting for either Melissa to return from maternity leave, or until another fundraiser is hired. This work can be done in the next three months.
A brief discussion about individual lists of donors and the need to continue pulling it together.

David had to leave the meeting briefly at 5:10.

3. Renovation "Food for Thought"

Joanne presented us with some thoughts/ideas/suggestions for discussion as trustees.

A. Paying for the Feasibility Study

We have discussed this earlier.

B. Friends Memberships

We have 3,200 patrons. Discussion ensued regarding making a big push for more members with a small fee. On the form could be questions for volunteering, book discussion group, monthly

OLD BUSINESS cont.

newsletter, etc. Trustees could lead the way with life-time membership, themselves. Historically, it is thought most patrons like to a member of the Friends group. We will talk with Bev hopefully the first part of November and run some of these ideas with her.

David rejoined the meeting at 5:24.

- C. Re-opening discussions with Main St. and Stevensville Community Foundation
A brief discussion ensued and it was noted that this might be included in the feasibility study as well. It is agreed the important of considering the future of libraries; what the function of libraries 20-30 years from now will be. Possibly the important of a larger community center.
- D. Re-open idea of moving to a new space such as Cottonwood Market rather than renovating
We will need to check into the ramifications of if/how it would affect our contract with the architect.

John suggested that in fairness to Joanne, we need to give more time to her comments before the November meeting and revisit this material.

NEW BUSINESS

- 5. Director's Report.
Because of time restraints, Desiree was only able to mention two items:
 - A. There is an all-day workshop for trustees on November 3 in Missoula, hosted by the State Library to consider.
 - B. The library was on the front page of the Bitterroot Star with an article about "Baby E," the ceramic elephant sculpture for the children's room. This was given to the library by an anonymous donor.
- 6. Other Business
 - A. John passed out the portion of our contact with the architect regarding the termination agreement.
 - B. Joanne moved to give a copy of this to Lu Terry for review because of her contract experience.
Ed seconded. After further discussion, Joanne withdrew her motion.

John moved to adjourn at 7:00 pm. David seconded. No further discussion. Motion carried with all members approving.

The next regular NVPL Board of Trustees meeting will be held **Wednesday, October 24, 2012 at 3:30 pm** in the Community Room. Please note this change from the third Wednesday of the month.

Respectfully submitted,

Gayle Tom
Secretary