

North Valley Public Library
Board of Trustees Meeting Agenda
Wednesday, February 12, 2014

**PLEASE NOTE: THIS MONTH'S MEETING WILL TAKE PLACE ON THE SECOND
WEDNESDAY OF THE MONTH INSTEAD OF THE THIRD WEDNESDAY OF THE MONTH AS
USUAL**

3:00 – 5:00 p.m.

(in the library's Community Meeting Room)

Call to Order

Introduction of Guests

Beverly Helrich - Report from the Friends of the Library (update on brochure)

Madeline Levine - Report from the Library Foundation (new member recruitment and brochure)

Leon Theroux - Building report

Approval of Minutes

Approval of Finances

Old Business

Director's Report

Director search

Health Insurance Stipend

Building Plan (model, schematic design, and other possible locations)

New Business

Quarterly meetings with Foundation/Staff/Friends

Exterior Painting

Updating Bank Signature Cards

Creamery Picnic Float

Rummage Sale (March?)

Seed Library?

Adjournment

North Valley Public Library
Board of Trustees Meeting Minutes

Wednesday, January 15, 2014

FINAL AND APPROVED

Call to Order 3:03 PM in the library's Community Meeting Room

Board Members present:

Joanne Charbonneau, Chair of Trustees

Ed Harrison, Trustee

Victoria Howell, newly installed Trustee

Alan Sponberg, Trustee

Toba Winston, Trustee

Renee McGrath, Acting Library Director; ex officio

Guests: Leon Theroux, Victoria Howell

Joanne introduced **Victoria Howell**, publisher of the Bitterroot Star newspaper, and nominated her to fill the remaining portion of David Anderson's term as Trustee. Victoria gave an account of her interest in the Library and the relevant experience she would bring to the position, after which a motion was introduced and seconded to make Victoria our new interim Trustee. Renee noted that the deadline to register with the Elections Commission is Feb. 20th.

Reports:

Friends: Speaking for Beverly Helrich, Joanne reminded everyone of the "**Chocolate & Authors**" event scheduled for Feb. 21, noting that the Library would need to close at non to allow preparation time.

Foundation: Speaking for Madeline Levine, Alan reported that there has been some progress in sorting out the status of the brochure expenses and also in identifying potential new Trustees to fill out the terms of John Conlan and David Anderson, who have resigned. The Foundation has until April 15 to file the Annual Report identifying new Board members and officers.

Maintenance: Leon reported that all smoke alarms were now functional, and there was a discussion of how to improve heating in those portions of the building inadequately served by the present heating system. Renee presented Leon with an honorary Gold Library Card, noting his substantial on-going contributions and commitment to NVPL.

Approval of Minutes

Minutes for the **Dec. 15th 2014 Meeting of the Board of Trustees** were briefly discussed and unanimously approved on a motion from Joanne seconded by Toba. Renee clarified that all minutes are posted on the Library website only after they have been approved by the full Board of Trustees.

Approval of Finances

Renee summarized the current financial status as presented in her written Director's Report, noting that the decision of the State to provide funds for the County Finance Office to provide an emergency interim payment to cover the County Treasurer's overdue mill levy disbursement to the Library brings our current tax disbursements to 60% of the total anticipated for this fiscal year. Normally the December tax drop would have brought us to 50% of total annual taxes received, so Renee thought we were in good shape, adding that with that payment, the Library has sufficient reserves to cover budgeted expenses through the end of the fiscal year. Renee also explained the over-budget expenditures on two lines were the result of one-time replacement costs and were offset by the fact that all other expenditures were under budget.

Ed noted that the additional heating expenses noted in Renee's report reflects the decision to have the Library open six days a week and suggested it was too soon to judge the degree of savings introduced by the new insulation recently installed.

Ed also registered a concern that the Library was carrying too large an operating reserve and that it would be appropriate to use those funds to pay down the all loans and mortgages. In the ensuing discussion, we agreed that we needed to maintain the reserve until the current uncertainty regarding the timeliness of the County Treasurer's tax drops is resolved.

Joanne moved that we set as our first priority for surplus reserve funds remaining at the end of the fiscal year go to pay off the architect's bill and then to pay down the mortgage. Seconded by Toba and **approved unanimously**.

Director's Financial Report was unanimously approved.

Old Business

Director's Report: accepted unanimously with no further discussion.

Board Member Recruitment: With Victoria Howell now approved as Trustee our Board is again complete. Joanne reported on a meeting with Mayor Mim Mack and additional efforts to enhance our community relations.

Revision of Internet Use and Safety Policy: Renee's draft revision of the Library's Internet Use Policy to add a pornography block as required by the Children's Internet Protection Act was discussed and **unanimously approved** along with some additional minor changes and clarifications on a motion from Joanne seconded by Alan.

Background Checks: Following on from discussion at the last meeting, Joanne presented a motion, seconded by Ed, that the Library **institute a background check for all new hires effectively immediately** and that the Library's Hiring Policy and Procedures be modified accordingly. **Approved unanimously.**

Rare/Valuable Books: Renee reported on the options available for selling books that have special value, recommending that it would be cost effective to commit some staff time to do this. She also noted that the Friends were planning their next sale in March. Joanne introduced a motion seconded by Toba **that the Library should identify and sell any books of particular value with the proceeds to go to the Friends. Approved unanimously.** Renee, Joanne and Janice will follow up on how to identify books worth listing for resale.

Making Space for Media: Staff have recommended that VHS tapes be retired to create more space for DVDs. Renee reported that, on checking the circulation records, she discovered that the video tapes are actually circulating more than the DVDs. Renee asked whether the Board wants to shift acquisitions to weight the most popular items---eg video & DVD---at the expense of space for other media. Decision was deferred to a later meeting, pending a recommendation from the Director.

Director Search: Renee reflected on her ambivalence about staying beyond May as the Interim Director. Ed suggested that we focus the next search on local candidates and that we use the interviews to get more information about the candidates. Joanne noted that we were limited by a weak pool of candidates in our recent search and suggested that we favor candidates who are local or prepared to move to Stevensville. Alan raised the idea of splitting the position between Director and an Assistant Director, which on discussion most of us favored. Renee said she would consider a part-time position. Joanne pointed out the disadvantage of mounting a major search at the same time that we are attempting to design and launch a major Strategic Planning Initiative. We decided to reflect on the possibilities discussed and agreed to defer any decision until the February meeting.

New Business

Health Insurance Stipend: Renee suggested getting advice from a tax lawyer, and we decided to get more informal advice before taking any further action, especially since both the state library consultant and the state's Law Library have been contacted and are investigating this issue for us.

Building Model and Schematic Designs currently on Display: deferred for lack of time.

Monte Dolack Poster: Joanne is waiting to hear back from him.

Pending Unemployment Compensation Claim: Trustees reviewed Joanne's response to the Labor Board request for further information, offering several additional suggestions.

Board of Trustees Vice-Chair Position: Toba agreed to serve as Vice-Chair to replace David and that was **unanimously approved.**

Adjourned at 5:08

*****Date for next Board Meeting was changed from Feb. 19th to Feb.12th*****