

NORTH VALLEY PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING AGENDA
JUNE 19, 2013 3:30 P.M.

CALL TO ORDER AT 3:30 P.M.
APPROVAL OF AGENDA
INTRODUCTION OF GUESTS
APPROVAL OF MINUTES FROM MAY 15, 2013
FINANCIAL REPORTS
REPORT FROM FRIENDS OF THE LIBRARY

OLD BUSINESS

1. BOARD ELECTIONS
2. BOARD PROCEDURES / PROTOCOL
3. FY13-14 PLANNING

NEW BUSINESS

1. OTHER BUSINESS
2. DIRECTOR'S REPORT

NEXT BOARD MEETING: JULY 17, 2013 3:30 P.M.

NORTH VALLEY PUBLIC LIBRARY
BOARD OF TRUSTEES MINUTES
JUNE 19, 2013

ATTENDANCE:

DAVID ANDERSON - TRUSTEE
JOANNE CHARBONNEAU - TRUSTEE
JOHN CONLAN – Chair of Board of Trustees
ED HARRISON – TRUSTEE
TOBA WINSTON – TRUSTEE
DESIREE DRAMSTAD - LIBRARY DIRECTOR

CAITLIN KEMPAINEN - LIBRARY PROGRAM COORDINATOR
SETH POLLMAN - LIBRARY TECHNOLOGY TRAINING SPECIALIST
LEON THEROUX - LIBRARY VOLUNTEER

The meeting was called to order at 3:35 P.M.

The agenda was approved as presented with the change that allowed Caitlin and Seth to discuss their library jobs and responsibilities for the board as part of budget discussions.

Introduction of guests: Caitlin Kempainen, Seth Pollman, Leon Theroux.

MOTION to approve the minutes as written. MOTION carried unanimously.

Caitlin reported on the Program Coordinator position and the full text of her handout is included in the agenda packet. Caitlin defined what a Program Coordinator does at the library and what programs, classes, and events have been offered at the library. Caitlin reviewed the following children's programming components:

- story time and children's events.
- publicity, scheduling, marketing, outreach, and budgeting.
- community partnerships.
- budgeting and grants.
- provided statistics concerning programs, classes and events covering the time period November 2012 - May 2013. There have been 124 programs, classes, and events. 880 adults have been in the library because of a class, and 530 children have experienced the library because of a program. The Program Coordinator also is involved with storytimes, parent workshops, play space opportunities, marketing outreach, establishing community partnerships, website maintenance, and adult programing,

Seth reported on the breakdown of his work schedule and what each entails.

- 30% training
- 5% staff support
- 30% patron support/scanning
- 15% state support
- 10 % software support.

Seth also discussed his work with patrons concerning training, either one to one or group sessions, computer maintenance and troubleshooting support, patron and staff support while using the computers, and social media and web development. There are continuing wiring infrastructure issues that will need to be addressed in the future.

MOTION to approve the financial reports with the provision that the reports be reviewed at the upcoming budget meeting on June 27. MOTION carried unanimously.

Beverly reported that the Friends of the Library will have a Lunch and Learn class and have chairs for artists to paint for a future fundraiser

OLD BUSINESS:

1. BOARD ELECTIONS: MOTION was made and seconded to elect following members:

CHAIR - Joanne Charbonneau

VICE CHAIR - David Anderson

SECRETARY- No nominations were taken.

MOTION was passed unanimously.

2. BOARD POLICIES AND PROCEDURES. Discussion concerned the following:

- board communication by email
- board and director communication

The trustees expressed concern over the way the director chose to communicate with us through a mailed June 5, 2013, letter, especially since David Anderson had talked to Desiree for an hour on June 4, explaining in person the Board's reasons for our decision concerning the grievance and our desire to mentor her in strategies to better deal with personnel in terms of management and leadership skills. Concerning to all board members was the possibility of losing state money because of the Director's *perception* that the Board may have violated open meeting law. The trustees re-iterated that we are not legal experts, but had done our best to determine and abide by Montana law concerning the appropriateness of closing a meeting to discuss personnel matters and protect the rights of privacy of at least three employees. Ed Harrison said he wanted to ask the Attorney General to give us a definitive ruling on this. When asked to respond to the trustees' concerns, the Director refused. John Conlan, as Chair, said we had to move forward and work together positively. Strategies such as a mentor or mediator to help our director work in collaboration and open dialogue with both the board and the staff were mentioned as possible ways to move forward.

- board chair is the spokesperson for the board.
- board positions and responsibilities
- by-laws are due for revision this summer.

3. FY13-14 PLANNING. The board decided to discuss the budget at the June 27th budget Meeting

NEW BUSINESS:

1. OTHER BUSINESS. MOTION was made to establish two committees. Ed and David will work on revising and updating the Personnel Policy Manual. Joanne and Toba will be working on strategic planning. MOTION was passed unanimously
2. Kim has received library certification honors and is entitled to the \$50 award.

DIRECTORS REPORT: Complete text of the report can be found with your agenda packet.

1. Desiree has met with Colleen Meyer concerning participation with the Mission in the MT Memory Project.
2. Ed and Desiree attended the Tamarack Federation meeting on May 17 - 18.
3. Meetings continue concerning the Statistics Task Force.
4. WorldShare management pilot program meeting is scheduled for June 20th.
5. Desiree is serving on the OCLC Cost Share Formula Task Force
6. Staff annual evaluations are in progress.
7. Desiree will serve as a mentor for the Summer leadership Institute in Helena on July 22 - 24.
8. Desiree will be in Bozeman for the MT Shared Catalog Executive Board On July 26th.
9. The Library collection is being arranged to make it more user friendly.

The meeting was adjourned at 5:35 PM