

# NORTH VALLEY PUBLIC LIBRARY

## Board of Trustees Meeting

Wednesday, May 11, 2016

3 p.m. Montana Room

- Call to Order/Roll Call
- Public Comment
- Guests
  - ✚ Friends of the Library President – Beverly Helrich
  - ✚ Foundation President – Donna Bainbridge TENTATIVE
- Approval of Minutes
  - ✚ April 13, 2016
- Finances
  - ✚ Statement of Revenue – Budget vs. Actual
  - ✚ Statement of Expenditure – Budget vs. Actual
  - ✚ Cash Report
- Old Business
  - ✚ Insurance
    - Adding Friends & Foundation to policy
    - Increase bldg. coverage
    - Contractors, Consultants and Freelancers
- New Business
  - ✚ Bank signatures
  - ✚ Budget priorities
  - ✚ Child Safety Policy
- Adjournment

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[northvalleylibrary.org](http://northvalleylibrary.org)

Monday – Friday 10 a.m. to 7 p.m.

Saturday 10 a.m. to 5 p.m.

North Valley Public Library Board of Trustees Meeting

Wednesday, May 11, 2016

3:00 p.m. in the NVPL Montana Room

Attending:

Joanne Charbonneau, Board Chairperson

Kim Tiplady, Board Member

Patricia Meakin, Board Member

Meghan Hanson, Board Member

Victoria Howell, Board Member

Denise Ard, Library Director

Leon Theroux, Guest

Beverly Helrich, Guest

Donna Bainbridge, Guest

Joanne called the meeting to order at 3:00 p.m. No public comment.

**Friends of the Library:** President Bev Helrich said the April Book Sale drew in \$345.00. She picked up the gift certificate for Colleen Miller at Home Depot. In June, the Friends will host a learning luncheon.

**Approval of minutes:** Minutes unanimously approved with a minor correction.

**Finances:** Denise said revenue is on target. Upcoming expenditures include the yearly fee for electronic materials (MontanaLibrary2Go) and membership in the Montana Shared Catalog. The cost for these services will go up in the coming year but Denise always budgets for this possibility. There were less travel expenses for staff than anticipated for this year, so that line item will come in under-budget.

Upgrading staff computers will be out of next year's budget, rolling over what was budgeted for this year so that computers can be bought in bulk. The public computers will be upgraded in the same way. Buying a bank of computers allows for consistency for patron and staff use. Joanne moved to accept the finances, Kim seconded. All approved.

**Foundation for the Library:** Donna Bainbridge said there are only two people on the foundation board so Donna is working on board recruitment. She contacted a few lawyers to be a legal consultants and they declined. She also created Foundation handbook. She would like an attorney to review before Donna uses it as recruitment tool for potential board members. Donna and Kim Gibbs are working together to contract Kim's new Captain Hooked on Books program. When there is a Foundation board, they will work on the yearly fund raiser: Art, Antiques and Special Objects auction, possibly the Saturday of the scarecrow competition from 3-6 p.m. There would be both a silent auction and real auction. She asked the Library trustees if she could

schedule a meeting with them to discuss what fundraising they would like to see the Foundation do.

Donna agreed that a “thermometer” sign on the building for fundraising is worthwhile. Renovations can be done in specific stages according to the money that’s been raised. She wants to develop a strategic plan to recruit donors. She said the Foundation did not get the Town Pump grant and mentioned how hard it is to get grants for construction. She has yet to hear about the Northwestern grant.

**Old Business:** Patricia still has concerns about the insurance coverage, thinking perhaps that shopping it out would get the library a better deal. Coverage should match the increase in premiums. Denise pointed out that using an insurance broker works because they do find the best coverage and that the Montana Association of Counties will not work with individual counties and requires you to have an insurance broker. With a \$10,000 deductible the premiums would increase \$1,477. That \$10,000 deductible should be kept in the depreciation fund so it can be covered if necessary. A line item can be added to the budget just for the deductible inside the depreciation fund. Denise will budget for the higher dollar increase for coverage in the preliminary 2016-2017 budget. It was decided to increase insurance coverage to the maximum level until there is more info.

Victoria would like, for liability purposes, that anyone working on a big project should be licensed and insured unless receiving prior approval of the board. As a public entity, it is critical that all situations be covered consistently. Handy-work is a distinctly different category than construction work. This has been library policy, and it was reconfirmed. There were questions about coverage for an unpaid volunteer working on a project. The decision was to consult the board when in doubt.

**New Business:** The trustees approved the following board members: Joanne Charbonneau, Kim Tiplady, Patricia Meakin, Meghan Hanson, and Victoria Howell to be signatures on the bank account. All trustees need to go into Farmer’s State Bank and get their signature on record. The new trustee Kimberly D. Tiplady replaced Michael R. Higgins.

Joanne asked if there was anything new that needs to change that will be a future budgetary concern. Denise said she’d like a slight increase in collections budget for youth books. There was a suggestion that all staff funding become one line in the budget.

The board began a discussion about the Child’s Safety Policy but had to table it until the next meeting.

Meeting was adjourned at 5:08 p.m.

Minutes by Pam Morris