

# North Valley Public Library Board of Trustees Meeting

Wednesday, February 11, 2015

3:00 p.m. Library's Community Meeting Room

- Call to Order/Roll Call
- Public Comment
- Guests
  - ✚ Friends of the Library report – Beverly Helrich
  - ✚ Building report – Leon Theroux
- Approval of Minutes
  - ✚ January 14, 2015
- Approval of Finances
  - ✚ Cash Report
  - ✚ Statement of Expenditure – Budget vs. Actual
  - ✚ Statement of Revenue – Budget vs. Actual
- Director's Report
- Unfinished Business
  - ✚ Building – Carpet
  - ✚ Discontinuing ACH files – Letter needs to be signed by two board members
- New Business
  - ✚ Role of Trustees, Friends, Foundations and Director
- Adjournment

# North Valley Public Library

## Board of Trustees Meeting

Wednesday, February 11, 2015  
3:00 p.m. Library Community Room

### Attending:

Board members: Joanne A. Charbonneau, Ed Harrison, Victoria Howell, Alan Sponberg,  
Toba Winston  
Denise Ard, Library Director  
Bev Helrich, Friends of the Library  
Leon Theroux, Building and Grounds volunteer (RSVP)  
Colleen Miller, guest

Meeting called to order at 3:00 p.m.

No public comment.

### Reports

Friends of the Library: Chocolates and Authors Party Friday, Feb. 20, 2015. More than twenty authors are set to attend. New and returning authors will be there. Bev said the Friends will give the library \$2,000 towards new furniture in the community room.

Building: Leon said all smoke alarms are working. All is well.

### Approval of Minutes

Board meeting minutes of 1-14-15 approved.

### Financial Report

Denise reviewed the financial reports. The budget is on target up through February. The E-rate reimbursement is considered a journal voucher and so is not reflected in received monies. Joanne moved to accept the financial report. Alan seconded. All approved.

### Director's Report

Denise reminded board members to look at the new website Bret is building and make suggestions before he puts it online.

Denise reported that workers compensation rates have gone up so that expenditure is higher than previously. The rate for library workers is low, but for people working on the building the rate is more. The Trapper Creek Job Corps was covered by their own workman's comp. RSVP workers are covered by RSVP but there are questions about whether the library is paying double coverage for some RSVP volunteers. Volunteers

must declare what work they do so the rate adequately covers them. Denise will research the issue.

### Unfinished Business

Pierce Flooring's estimate for carpeting in the community room was discussed. The total estimate is \$3116.11 and includes labor and high quality carpet. Joanne moved to accept Pierce's bid. Toba seconded. Motion carried.

There is a dip in the floor under the carpet in the community room that was once a drain and it must be leveled before new carpet is laid. Carpet can be laid one week after the cement is poured (Colleen suggested 2 weeks to be sure the cement is set.) In order to expedite the finishing of the community room, Joanne moved to hire Colleen Miller to fix the dip in the community room floor. Victoria seconded. Motion approved with Ed abstaining from the vote. Colleen will tear out the carpet and fix the dip. Pierce's bid included stripping the old carpet so Toba agreed to talk to Pierce about readjusting the bid. Pierce will be asked to start installation on March 4<sup>th</sup>.

Carpet color: Toba will go to Pierce and pick carpet tile that matches what's been agreed upon.

Alan suggested the board get an update on the donation from John Anderson. Alan will follow up and invite Anderson to the Chocolate and Author's Party where he could present the donation in person.

A letter to Farmers State Bank discontinuing ACH files was signed by two board members.

Upcoming Library Trustees election: Three people have sent in paperwork to the County Election Board including Victoria, Joanne and Patricia Meakin. Ed is not running for reelection. Toba and Alan are not up for renewal. Three applications are enough to fill the positions and not hold an election.

American Library Association rules are being followed for NVPL and the board is in compliance with the ALA rules for the roles of trustees, friends, foundations and director. The Board was given examples of Memorandums of Understanding in case they want them for the future to clearly define the roles of Friends of the Library, the Board of Trustees and the Foundation.

The Foundation is still in a state of flux. Joanne suggested the current members may want to recruit three new members to carry on the Foundation and approve the by-laws within the next month. The objectives of the Foundation are set by the Board of Trustees. The Board does strategic planning, Friends of the Library take those on, as does the Foundation so that all are working to support the priorities of the Library Trustees.

Alan mentioned the possibility in the future of forming a consortium of libraries in the

Bitterroot Valley. Victoria suggested the possibility of one Foundation in the valley to service all three libraries. Perhaps dollars would go further if donations were pooled. There are also more options to fundraise throughout the valley. More discussion on this to come.

Toba asked that the Board revisit allowing therapy dogs in the library. She feels very strongly that certified therapy dogs, like service dogs, be allowed in the library but the other board members said the policy was passed at the previous meeting and did not want to revisit it again.

Meeting adjourned at 4:51 p.m.

*--Submitted by Pam Morris*