

# North Valley Public Library Board of Trustees Meeting

Wednesday, July 16, 2014

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

1. Call to Order/Roll Call
2. Public Comment
3. Election of Officers
4. Introduction of Guests
  - Beverly Helrich - Report from the Friends of the Library
  - Madeline Levine - Report from the Library Foundation
  - Leon Theroux - Building report
5. Approval of Minutes
6. Approval of Finances
  - Cash Report
  - Statement of Expenditure – Budget vs. Actual
  - Statement of Revenue – Budget vs. Actual
7. Director's Report
8. Unfinished Business
  - Façade Plans/Update
  - Date of Board Meetings starting September
  - Child Safety Policy & Story Time
  - Budget – finalized budget proposed for board review
9. New Business
  - Electrical rehab report – Ed Harris
  - BIDS for heating/air conditioning
  - Capital policy
  - Internal control policy
  - Board retreat
10. Adjournment

NEXT REGULARLY SCHEDULED BOARD MEETING: August 20, 2014

**North Valley Public Library**  
**Board of Trustees Meeting**  
**July 16, 2014**  
Final and Approved

Attending: Joanne A. Charbonneau, Chair  
Ed Harrison  
Alan Sponberg  
Victoria Howell  
Leon Theroux  
Denise Ard, Library Director

Non Attending: Toba Winston

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

No public comments to record.

Election of Officers: Joanne opened floor for nominations for the positions of vice-chairman and secretary of the board. Ed asked if there were term limits, what the by-laws state and could officers be rotated each year. Alan said continuity is good. Nominations were called for, Alan nominated Joanne for chairman, agreed to be nominated for vice-chairman and Victoria was nominated for secretary. All nominations seconded by Joanne. Vote were unanimous in favor.

There were no guests, though Beverly and Madeleine were expected. An anonymous gift donation of \$1000 was reported.

Leon gave building report: All smoke alarms work, he purchased furnace filters, the new computer server is installed and working. He patched the hole in the staff room, fixed and painted the blue wall in the bathroom, put a door stop in to prevent the door from bashing the wall. He's found another place to recycle the 8 foot fluorescent bulbs in Missoula that will pay \$.14 per foot.

The last board meeting minutes were reviewed. Denise suggested that when copies of the board meeting minutes are circulated, the copy states they are 'draft' and 'final' in order to distinguish whether they are minutes still to be revised or they are the final minutes. Then Denise can post them. Alan suggested notating what is 'approved' and what is 'final'. Victoria suggested the wording on the minutes be 'revised' and/or 'final' and 'approved'. Alan made a motion the last board minutes be approved after revisions.

Denise discussed the library's budget reports. She has been going through the reports to resolve problems and bring the BARS and Codes in line with the Montana Department of Administrative Accounting Standards. Much of the library's budgeted items are mis-coded, need moved to other budget lines and/or adjusted, which she is doing. Some line item revisions will have to be made on a flexible basis. Each "fund" has to have its own budget to comply to the standards.

Denise asked for questions then continued with discussion of the Statement of Expenditures and what the budget states and what the actual money's are. Again she is making revisions to line items to comply with State standards. She said the new budget report will look significantly different and she will download a copy of the explanations for the new budget outline changes.

John Anderson arrived to discuss his ideas on upgrades for the furnaces to include air conditioning. It was decided to add air conditioning to the existing furnaces and that each building have its own unit to facilitate future sales of the buildings. John said the existing lights are adding more heat which is not cost effective, inspiring a discussion on different bulbs to decrease heat output and improve electrical efficiency. John will revise his bid to include three separate furnace/AC units, one per building, and the upgrading of electrical wiring needs to accommodate these units.

Denise said she would look for another bid from another construction company. Alan had a concern about the "buy back" time and additional information was requested. There was also discussion about possible rebates for upgrades from the federal government. Everyone thanked John for his informative presentation.

Victoria agreed to look into grants to help cover costs (with possible help writing them from Patricia Meachem when she is available after September.)

Denise recontinued her explanation of the budget and new revisions to the Expenditures, Cash and Revenue report. Joanne made a motion to approve the financial report, Alan seconded. The vote was unanimously in favor.

The plans for painting the library façade were discussed. Victoria has two good bids, one from FJV Construction Inc., the other Landis Construction. Joanne suggested they go with the lower bid if they will repair what needs fixed on the windows and will paint by hand. Alan proposed going with JFV Construction, Inc. Joanne seconded, providing the new bid has more details concerning wood repair that may be necessary on the façade. The proposal was approved unanimously.

Joanne suggested the need for a special meeting to make a decision on the colors. Victoria agreed to find out what day the painters can meet with the board.

Joanne made a motion to move conducting board meetings to the second Wednesday of every month so Denise can attend the Chamber of Commerce meetings, if this complies with the by-laws. Alan seconded. Motion approved.

Victoria moved to accept the new Child Safety Policy. Joanne seconded. Unanimous vote in favor.

Denise continued with more discussion of the budget, explaining she would not have a final budget until the county closes their books. There may be new money from the county in September. Clarification was made on the Tamarack Federation grant from the Forest Service and its use for children's programming- the library spends the money, then gets reimbursed from

the grant. Denise also stated financial aid from the state could change and talked about the one time donation from the Howe Endowment.

She then explained the Appropriations and Cash Reserves report. Discussion ensued about postponing paying off the mortgage until the building upgrades, i.e. lighting, electrical, furnace and air conditioning are decided and done. The architect loan will be paid in full this fiscal year.

There was more discussion on line item adjustments in the report and Joanne moved to approve the budget after corrections to the Storyline line item in the report. Victoria seconded. Ed mentioned the main operating fund was too big (for what the library is allowed) and suggested taking out the one time financial items. There was discussion about extra money to be used to draw down the mortgage and Joanne asked as the year progress, if the 'cash reserves' can be adjusted.

The motion made earlier to approve this budget report was voted and approved.

Ed submitted a list of electrical and furnace items that must be addressed in the upgrade. It was decided these would be added to the John Anderson bid. Denise will contact another furnace and air conditioning company with the new necessary items.

Denise is also still information gathering for the Capital Policy and Internal Control Policy part of the budget report. The accountant said there must be checks and balances in place.

Joanne brought up the board retreat, there was discussion on a date, where, for how long and when that is finalized, the information on the retreat will be posted for the public.

Meeting adjourned by Joanne at 5:30 p.m.