

North Valley Public Library Board of Trustees Meeting

Wednesday, September 10, 2014

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

1. Call to Order/Roll Call
2. Public Comment
3. Introduction of Guests
 - Bret Gardner – Technology update
 - Beverly Helrich - Report from the Friends of the Library
 - Post-book sale remainders – storage & protocol
 - Leon Theroux - Building report
4. Approval of Minutes
 - August 20, 2014
5. Approval of Finances
 - Cash Report
 - Statement of Expenditure – Budget vs. Actual
 - Statement of Revenue – Budget vs. Actual
6. Director's Report
7. Unfinished Business
 - Building Improvements
 - Accounting Consulting - Audit/"Agreed Upon Procedures"
8. New Business
 - Job Description – Administrative/Librarian Assistant (Carrie Anderson)
 - Capitalization Policy DRAFT
 - Stevensville Playhouse Ad
9. Adjournment

NEXT REGULARLY SCHEDULED BOARD MEETING: Wednesday, October 8, 2014 (Second Wed. of month)

North Valley Public Library Board of Trustees Meeting

Wednesday, September 10, 2014

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

Final and Approved

Attending:

Joanne A. Charbonneau, Chair

Ed Harrison

Alan Sponberg

Toba Winston

Victoria Howell

Denise Ard, Library Director

Guests: Bret Gardner, Leon Theroux, Bev Helrich

Joanne called the meeting to order at 3:00

No public Comment.

Bret Gardner Technology Report

Wiring throughout the building is complete. Infra-structure for networking and internet speed needed to be addressed with additional servers. The Community Room will be upgraded for Conference capabilities with speakers, web-cams, etc. The computers are all virus protected and compliant with internet child safety standards.

There was discussion about adding to the technology budget in anticipation of future unexpected expenses. Bret said he did not anticipate any more big ticket items but cannot predict if something will break down and felt the budget was sufficient for this year.

Friends of the Library Report

Friends are donating \$200 for new speakers in community room. Bev distributed volunteer appreciation ribbons to commemorate 9/11. The free bookshelf is painted to match the building and will go outside. Blinds are up in community room and door curtain replaced. The silent auction for painted chairs will be held Sept 25 –Oct 5. The chairs will be at Valley Drug and pictures of them will be in the Bitterroot Star.

Thursday, Sept 13th Friends are hosting a picnic at the Visitors Center at Lee Metcalf Wildlife refuge. They will have a membership tea on Oct 16, 12:00-2:00 in the community room if the room is done, otherwise at the hotel.

The Friends will have 4 book sales a year and will no longer send books to Better World Books. The next book sale will be Nov. 21-22. They will have a special sale for antique books and a Saturday special cookbook sale. Friends will place an advertisement for book sales, the tea, library hours, etc. can in the playbills for the Playhouse.

Building Report

Furnace filters all changed. Installed an on/off switch for the "Open" sign. Extra paint from the façade is saved in the back.

Approval of Minutes

Joanne moved to accept minutes as amended, all approved.

Approval of Finances

The board reviewed the financial reports. Ed moved to accept, motion approved.

Director's Report

The Ravalli Board of Elections said that the library board trustee elections cannot be held with the county November elections.

Building Improvements

Discussion on a decision for bids to upgrade the furnaces and air conditioning. Victoria motioned to accept the Comfort System bid, seconded (Toba). There was further discussion on how many furnaces to replace. Ed will get Northwest Energy to come and inspect furnaces. Victoria motioned to accept Comfort Systems providing Northwest Energy approves existing furnaces. Motion passed.

Discussion of the Rasmussen building (central library) is ours to sell. Joanne will look at the deed for details.

The sign on the front of the Library will be improved and new. Researching lettering and colors. Friends will put up the old Community Room sign for now.

A mention that the outside lighting on the library is cold and unattractive and could the bulbs be changed. Leon will look into softer lighting for outside. Leon will also scrape old paint off the upper painted windows outside.

Northwest Energy will also be asked about the lighting being up to code, i.e. whether the lights need to be covered.

The Community Room will get replaceable carpet tiles, not regular carpet. They will be the standard size. Celestial Flooring made a bid of \$1700. Toba will look into carpet tile samples and a bid from Pierce Flooring.

JFV needs to be told that the new dry walling of the back of the community room must be flush with the rest of the wall, no more framing and the gap near the door covered. Joanne motioned

to accept their bid to sheetrock the back wall, going as high as \$850 but no higher depending on whether they can transition the bulge above the hole to make a flat wall. Motion approved.

Accounting Consulting

Joanne suggested Drew's firm work with Denise by the hour. The hourly cost is \$120. Joanne motion for Denise to write the audit internal control policy and present to the board. Joanne suggested that Drew look at the internal controls and the Capitalization Policy and might there be a negotiation on the consultation fee, see if they will do it pro-bono? Motion approved.

New Business

New job description for Carrie Anderson as Circulation Manager/ Administrative Assistant. Carrie will now hold this new position. Joanne moved to accept the new compensation and wage range in the policy manual, \$14-\$19 per hour. Approved.

Capitalization policy

Denise wrote a capitalization policy. Victoria moved for approval of the capitalization policy provisionally based on an okay from the accountant. There is not currently a list of fixed assets and we may need one for tax purposes. Denise will ask Drew what his recommendation is on fixed assets. Victoria withdrew the motion until the accountant consults and in lieu of the possibility of an appraisal of assets.

Meeting adjourned at 5:40.

Minutes by Pam Morris