

NORTH VALLEY PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING AGENDA
MARCH 20, 2013 3:30 P.M.

CALL TO ORDER AT 3:30 P.M.
APPROVAL OF AGENDA
INTRODUCTION OF GUESTS
APPROVAL OF MINUTES FROM FEBRUARY 20, 2012
FINANCIAL REPORTS
REPORT FROM FRIENDS OF THE LIBRARY

OLD BUSINESS

1. STORYLINE
2. INTERCAP
3. PROGRAM AND PRESENTER POLICY

NEW BUSINESS

1. APRIL MEETING
2. OTHER BUSINESS
3. DIRECTOR'S REPORT
4. FY13-14 PLANNING

NEXT BOARD MEETING: APRIL ??, 2013 3:30 P.M.

NORTH VALLEY PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
MARCH 20, 2013

ATTENDANCE:

David Anderson - Trustee
Joanne Charbonneau - Trustee
John Conlan - Trustee
Desiree Dramstad - Library Director
Ed Harrison - Trustee
Beverly Helrich - President, FOL
Gayle Tom - Trustee

The meeting was called to order at 3:30 P.M.

The Minutes were approved as written with a revision on page 2, under "Call to Order." The third sentence should read, "The Library will be closed that day."

FINANCIAL REPORTS. Desiree submitted a Chart of Account Notes Sheet detailing the current state of and possible changes to the Chart of Accounts. She also reported the following financial details:

- Currently the INTERCAP loan that pays for the Building Architect is being paid for out of the General Library fund. There is \$10,000 from the cashed out CD and \$2400 in building donations to make loan payments for now.
- The chart of Accounts is in the process of being updated by changing and adding titles, as well as changing the object codes. These changes will address the arbitrary assignment of numbers for the chart of accounts. More detail concerning these possible changes can be made by referring to the Chart of Account Notes Sheet.

Discussion and possible motion concerning the adding of a Library Depreciation Fund to the Chart of Accounts will be scheduled for the next board meeting.

MOTION to approve the Financial Reports as written was made by John and seconded by David. MOTION was approved unanimously.

REPORT FROM THE FRIENDS OF THE LIBRARY. Beverly reported the Chocolate and Authors fundraiser brought in \$1,250. There were 16 authors total, and 5 new authors came to the event.

There will be \$500 donated by FOL for gas expenses and/or vehicle repairs for the Storyline vehicle. Also, the FOL will give \$300 to the Children's Reading Program. There will be a spring book sale April 19th and 20th in the Community Room.

OLD BUSINESS:

1. STORYLINE. Desiree has been in contact with car dealerships that may have a suitable vehicle for the program. Lithia and Bitterroot Motors are looking for a vehicle and will offer a vehicle, if found, at a wholesale cost. There is \$20,000 from the Howe Family Trust bequest to cover the purchase.

MOTION was made to commit \$20,000 for the Storyline program. Motion was made by David and seconded by Gayle. Motion was approved unanimously.

2. INTERCAP LOAN PROGRAM. An application for refinancing the building mortgage is ready to be sent to the State Board of Investments.

MOTION to send an application for refinancing the building mortgage to the State Board of Investment's INTERCAP loan program. Motion was made by John and seconded by Ed.

3. PROGRAM AND PRESENTER POLICY.

MOTION to approve the Policy and Presenter Policy with the following revisions:

- All references to "customers" should be changed to "patrons."
- PAGE 2 under Business Solicitation, the phrase "does not endorse" should read "does not permit."

The motion was made John and seconded by Joanne. Motion was approved unanimously.

NEW BUSINESS:

1. APRIL MEETING. Due to the MLA conference, the next Board of Trustees Meeting will be April 16, 2013 at 3:30 P.M.

2. OTHER BUSINESS. John would like to get some mats for the library entry way.

3. DIRECTOR'S REPORT. Desiree reported the following:

- Visited Lithia Toyota concerning a vehicle for the storyline program
- Town Pump gave \$500 to the Storyline Program.
- Application was submitted to the Jerry Metcalf Foundation for funds to assist with the Storyline Program
- Stevensville Community Foundation will not be able to fund a request for \$600 for the Missoula Writing Collaborative workshop.
- MLA Conference is in April.
- HB 203 that would increase State Aid/ Per Capita was Passed in Committee and goes to the Senate for a second reading.

- The library donated 385 pounds of food to Pantry Partners for 2012.
- The fund drive to date netted 70 donors, \$1480 in operating donations, \$884 in building donations, \$ 2364.90 in total donation.
- There will be a Policy review session at the staff meeting on March 22 from 10:00 until noon. Board members are encouraged to attend.

Reference can be made to the submitted Director's Report for more detail to the above items.

4. FY 13-14 PLANNING. Desiree reported that discussion of the FY 13-14 may involve discussing personnel.

MOTION was made to enter into a closed session to discuss options concerning the FY13-14 budget. Motion was made by John and seconded by David. Motion was approved unanimously.

The meeting was adjourned at 5:40 P.M.

THE NEXT MEETING OF THE NVPL BOARD OF TRUSTEES WILL BE APRIL 16, 2013, AT 3:30 P.M. IN THE COMMUNITY ROOM OF THE LIBRARY.