

North Valley Public Library

Board of Trustees Meeting Agenda

Wednesday, August 21, 2013

NOTE CHANGE IN TIME: 12:00 – 2:00 p.m.

Call to Order

Introduction of Guests

Foundation report – where to put donations?

Report from the Friends of the Library

Book Sale report

Approval of Minutes

Approval of Finances

Old Business

Grievance Policy update

Strategic Planning update

Creamery Picnic update

Bank Account update

Building improvement update

Board orientation update

New Business

Staff resignations

Update on Hiring (Technology Consultant for Interviews?)

Approval of Board By-Laws

Montana Shared Catalog Fall Meeting (September 26-27)

Fall Workshop (September 26-28)

ASLD/PLD retreat (October 27, 28)

Costco card for programming (\$55 for business)

Outsourcing payroll?

Adjournment

North Valley Public Library

Board of Trustees Meeting Minutes

Wednesday, August 21, 2013

NOTE CHANGE IN TIME: 12:00 – 2:00 p.m.

Members in Attendance

Joanne Charbonneau, Ed Harrison, Alan Sponberg, Toba Winston

Others in Attendance

Beverly Helrich (Friends of the Library), Madeline Levine (Library Foundation), Leon Theroux (volunteer), Renee McGrath (Acting Director)

Call to Order

Joanne called the meeting to order at 12:05 p.m.

Introduction of Guests

Foundation report – Madeline reported that David Anderson is president of the Library Foundation, John Conlan is secretary, and Madeline is treasurer. They have a bank account with a balance of \$1370.96 (\$500 of which are a grant for the Storylines project). The foundation is working on a brochure which could be distributed to local attorneys, health care providers, assisted care living centers, etc. It was decided by the group that donations that the library receives that are earmarked for the new building will go to the Library Foundation, whereas grant funds written by library staff will go into the library's operating budget. Therefore, the library will write a check to the Foundation in the amount of a recent donation towards the new library building, and the Foundation will write a check to the library in the amount of \$500 for the Storyline project. The library board and foundation will need to remain in regular contact in terms of funding priorities for the library and the status of the new building project.

Note: As a result of this discussion, the question was raised as to the status of the library's safe deposit box at Rocky Mountain Bank. After the meeting, the key to the safe deposit box was located. The library director and board chair agreed upon a place to keep the key safe until a new director is hired.

Report from the Friends of the Library

Book Sale report – The Creamery Picnic book sale netted over \$800 and more books than ever were taken. The Friends currently have \$1200 in their bank account, which they also use to fund children's programs. (Some bulk supplies for children's programs were recently purchased using Friends' funds.) In September, the Friends will host a picnic on the first Thursday and an author symposium on *How to Get Published* on the third Thursday. The membership tea will be in October. The Friends are losing three of their members and are seeking new members. They have recently revised their brochure and will send out membership renewal forms as well.

Approval of Minutes – Toba moved that the minutes of the July 17, 2013 meeting be approved, and they were approved by the board.

Approval of Finances – Renee presented the financial reports from June 2013 (the end of FY13) and July 2013 (the beginning of FY2014). While revenues and expenditures on these reports were correct, it was noted that the FY2014 budget has not apparently been entered into Black Mountain yet. Joanne moved that the financial statements be approved (with the exception of the FY2014 budget figures) and the board approved the motion.

Action item: Joanne will provide Renee with the final approved version of the FY2014 budget and Renee will seek instruction from Black Mountain on how to enter it into the software.

Old Business Ed provided the board members with a copy of the library's personnel policy last revised 11/29/2011, but he noted that there is a more recently updated copy in paper form in the Director's Office.

Action item: Renee will see if she can find the most recently updated copy of the library's personnel policy to provide to the board and will also ask Seth to post the library's policies and procedures on the library web site.

Grievance Policy update – Ed also provided the board with a copy of the revised grievance policy which included Joanne and Renee's suggested revisions. There was discussion about the final sentence of the paragraph under the heading "Informal pre-Grievance dialogue" on p. 2 and board members agreed to strike this sentence from the draft. Since this is such an important policy document, Joanne moved that board members review the revised version that Ed presented (with the change reflected above) and provide any further suggested revisions to Ed. The board approved the motion. The final draft will be presented for board approval at the September library board meeting.

Action item: Board members should review the revised Grievance Process document and provide any additional suggested revisions to Ed before the next board meeting.

Strategic Planning update – Toba and Joanne were not able to meet with staff members this month.

Action item: Renee will provide board members with a link to the staff schedule so that Toba and Joanne can schedule interviews with library staff.

Creamery Picnic update – Joanne reported that she, Alan, Renee (and her children) and Kim (dressed as the pirate) marched in the Creamery Picnic parade with the library banner. We handed out candy and bookmarks to people en route. Kim also had a Storyline booth set up at Lewis and Clark Park where she presented several story times throughout the day and gave away free (Friends) books to children. Next year, we hope to have a float for the participants of the library's summer reading program to ride on. Whoever is hired to fill the program position can take responsibility for coordinating this event.

Bank Account update – All library board members and Renee are now signatories on the library's bank accounts and are able to submit direct deposit authorization via fax. The whole process of documenting authorized signatories and signing bank cards will need to be completed again when a new director is hired.

Building improvement update – Renee reported that although the painting project in the children’s room and library façade are currently on hold, Leon did put molding around the door to the staircase, patch the hole in the front wall, and painted both adjacent walls this month. Leon reported that his next project will be to paint the posts in the library using primer and paint that the library has on hand. The library staff and Friends will help find someone to assist Leon with painting the upper part of the posts so that he doesn’t have to climb up on a ladder. The board asked Renee to begin discussions with the Main Street Design Committee about painting the front of the building, even if the project itself won’t begin until the new director is hired.

Action items: Leon will coordinate the pole-painting project. Renee will find out if the Main Street Design Committee is scheduled to meet and will plan on attending their meeting with Alan to solicit feedback on ideas for painting the front of the library building.

Board orientation update – Joanne didn’t have the chance to contact Lauren McMullin to schedule a library board orientation. Renee will see if we can schedule one for 2:30 on Wednesday, Oct. 16, immediately preceding our regular board meeting. (If a new director is not on board by that date, we will reschedule the training for after s/he arrives.)

Action item: Renee will contact Lauren McMullin at the state library to request a board orientation training.

New Business

Staff resignations – Renee reported that departing staff members expressed concern about inter-staff communication as well as the chain of command between board and staff and a perception that private information about staff was being shared at board meetings. Proper procedures were reviewed.

Action item: Renee will address concerns about communication amongst staff members at the staff meeting on August 28.

Update on Hiring – Renee reported that the hiring process for the library substitute, technology specialist, and custodian positions were delayed due to an error in the ads run in the *Bitterroot Star*. All three of these positions will now close on August 28. Renee will screen and interview for the library substitute and custodian positions with other staff members. Jim Semmelroth, library technology consultant, will assist with the interviews for the technology position

Approval of Board By-Laws The library Board By-Laws were reviewed by the board. It was decided that the current wording of Article III, Section 4 allows for someone other than the board secretary to take the meeting minutes. Joanne moved that Alan be appointed board secretary and the board approved the motion. Joanne expressed concern about the wording of the last sentence under “Article V – Library Director and Staff” With input from the board and guests, Joanne moved that that sentence be changed to read, “The Director shall have the authority to fill all budgeted positions and shall report the appointment(s) to the board at its next regular meeting.” The board approved the motion

Action item: Renee will make the approved revision to the Library Board By-Laws and will ask Seth to post the updated version on the library web site.

Professional Development

Montana Shared Catalog Fall Meeting (September 26-27)

Fall Workshop (September 26-28)

ASLD/PLD retreat (October 27, 28)

The group helped to clarify that board and staff members are encouraged to take advantage of professional development opportunities. Donna Larson has expressed interest in attending the Fall Workshop. Since it coincides with the MSC Fall meeting, Donna will also represent the library at this meeting if a new director is not in place by that time. If a new director is hired in time, s/he can attend the MSC meeting and Fall workshop with Donna. We will wait to decide who will attend the ASLD/PLD retreat until a new director is hired.

Costco card for programming (\$55 for business) – Renee recommended that the library purchase a Costco membership so that supplies can be purchased in bulk without staff having to pay for them with their own money and get reimbursed. The board agreed in principle, but it was decided that we would wait until a new director is hired to get a Costco membership so that s/he can have input on whose name should be on the card and the associated credit card.

Outsourcing payroll? – Renee and Joanne explained the complexity of payroll processing and recommended that the library hire an outside payroll specialist (with liability insurance) to take over this task. There was general agreement that this was a good idea, but the board decided to wait until a new director is hired to hire an outside payroll clerk.

Action item: Renee will seek recommendations from Black Mountain and Black Mountain users on qualified payroll clerks in our area and will begin to request cost estimates.

Adjournment – The meeting was adjourned by Joanne at 2:15 p.m.