

BOARD OF TRUSTEES MEETING AGENDA

Wednesday, June 15, 2011, 5:00 p.m.

Call to Order

1. Introduction of Guests
2. Report from the Friends (Beverly Helrich)
3. Approval of minutes
4. Approval of finances

Old Business

1. Fundraising committee report
2. Update on funds wired to County
3. Children's room remodel update
4. New format for director's performance evaluation

New Business

1. Debt collection?
2. Annual Public Library Standards review
3. Review and update public participation policy (every three years)
4. FY 2011-2012 budget review

Meeting Review

Next board meeting: Wednesday, July 20, 5:00 p.m.

North Valley Public Library
Board Meeting
15 June 2011

Members Present

John Conlan
David Anderson
Gayle Tom
Rita Faulkner
Jamison Starbuck entered at 5:20 PM

Guests Present

Renee McGrath
Leon Theroux
Beverly Helrich
Sean McGrath

CALL TO ORDER

John Conlan called the board meeting to order at 5:00 PM.

1. John introduced all guests.

** Off agenda item requested by John Conlan, as an information only, before proceeding to agenda items. John wanted this on record; Agenda items can be added up to 48 hours of the board meeting. If an item needs to be added within 48 hours of the board meeting, according to Robert's Rules, a motion needs to be made and approved by the board. John made a motion to approve this, to be added to board rules. David seconded. Motion carried, with all members approving.

2. Report from Friends of the Library, Beverly Helrich. A Lunch and Learn program for tomorrow, 16 June 2011, will have as a guest speaker Colleen Meyer, Executive Director of the St. Mary's Museum. Beverly handed out fliers for the upcoming event the museum will be holding.

Beverly also reported that a free lunch program for children 18 and under, will be at the St Mary's Center. The parents can also eat with their child/children for a minimal charge.

3. Renee provided a correction to the minutes, Old Business, item 7, should be, A Proxy vote must be a Board member. John made a motion to approve the minutes. Gayle

seconded. Motion carried, with all members approving.

4. Approval of Finances. Rita made a motion to approve the current fiscal years finances. David seconded. Motion carried, with all members approving.

OLD BUSINESS

1. Karen Powers is planning a 1 day retreat for the Fundraising Committee to concentrate on, event advertising, schedule a years worth of events and multiple other areas that are necessary to organize fund raising events for the library's capital campaign.

The Major Donor Fundraiser job description to be reviewed at the next board meeting, 29 June 2011.

2. Renee and John reported on a meeting with Ravalli County Treasurers office regarding a February 2011 wire transfer. The county explained that while the incorrect funds were transferred back to the county, simultaneously the correct amount was sent to the library.

3. Children's Room remodel update will take place 19th June.

4. Gayle is gathering information for a new format for the director's performance evaluation; Renee and Rita will be assisting.

NEW BUSINESS

1. Renee requesting to sign up with a debt collection entity, Unique Management Systems, for the collection of fines and charges on lost, damaged library material checked out by patrons. According to Montana Shared Catalog, the amounts, \$1,967.00 lost books, \$14,480.00 outstanding misc. charges and \$7,500.00 for overdue and damage fines. Rita had concerns with when the amounts took place and before enforcing collection, what exactly the items are and their amounts. Renee will order reports.

2. The annual state's Public Library Standards has been reviewed. Renee made a motion to approve. John seconded. Motion carried, with all members approving.

3. The Public Participation Policy requires updating every three years. Renee updated the start time of board meetings as 5 PM. John made a motion to approved the document. David seconded. Motion carried, with all members approving.

4. Budget review: The director and board have been considering opening the library for Mondays. Renee will send board members the approximate cost to open for an

additional week day.

The board has concerns with the current economic climate, wanting to delay any approval on next fiscal year budget on a date closer to the end of June 2011. The amount Ravalli County will be sending to the library should be known by then, allowing whether the library can afford to open an additional day.

The next board meeting will cover both issues, 29 June 2011; to vote on approving an additional day for the library to be open, and for the approval of next fiscal year's budget, 2011/2012.

Renee consulted with accountant, Tana. Her charge is \$60/hourly, and 1/2 of that added to the hourly if there's a need to travel.

John asked if there were any other items to discuss. None were offered.

John made a motion to end the board meeting. David seconded. Motion carried, with all members approving. Meeting closed at 6:35 PM.

Next board meeting will be 29 June 2011 at 5 PM.

Rita Faulkner