

NORTH VALLEY PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING AGENDA
JULY 18, 2012 3:30 P.M.

CALL TO ORDER AT 3:30 P.M.
APPROVAL OF AGENDA
INTRODUCTION OF GUESTS
APPROVAL OF MINUTES FROM JUNE 20, 2012
FINANCIAL REPORTS

OLD BUSINESS

1. WORKERS COMP FOR VOLUNTEERS
2. OVERDUE FEES
3. BUDGET (BTOP, TAM FED)
4. FUNDRAISING CONSULTANT

NEW BUSINESS

1. ROOF REPORT – WILLIE SCHROCK
2. PATRON SURVEY REPORT
3. CREAMERY PICNIC PARADE
4. OTHER BUSINESS
5. DIRECTOR'S REPORT

NEXT BOARD MEETING: AUGUST 15, 2012 3:30 P.M.

North Valley Public Library
Board of Trustees
Meeting Minutes
July 18, 2012

Members Present:

John Conlan, Chair
Joanne Charbonneau, Trustee
Desiree Dramstad, Library Director
Ed Harrison, Trustee
Gayle Tom, Trustee

Guest:

Beverly Helrich, Friends of the Library
Leon Theroux

CALL TO ORDER

John Conlan called the meeting to order at 3:33 P.M.

1. Approval of Agenda: John moved to approve the agenda as written. Joanne Charbonneau seconded. No further discussion. Motion carried with all members present approving.
2. We have a quorum.
3. John introduced our guest, Leon Theroux.
Beverly Helrich joined the meeting a few minutes following.
4. Approval of Minutes: John moved to approve the Minutes for June 20, 2012 meeting. Ed Harrison seconded. No further discussion. Motion carried with all members present approving.
5. Financial Report: Desiree Dramstad presented the financials to date: June and for the entire year, 2011-2012. Total income approximately 16% higher than forecasted. Expenses about 7% higher. Quarterly and Year End Financials will be on the website later on this week. After a brief discussion, John moved to approve the financial report as presented. Joanna seconded. No further discussion. Motion carried with all members present approving.

OLD BUSINESS

A. Workers Comp for Volunteers

1. From information Desiree gathered from the State, actual verbiage states volunteer workers are excluded from Workers Compensation. However, for \$68.37 annually, medical coverage is available. Discussion followed including the umbrella of regular liability for volunteers and if Workers Comp would indeed cover someone if no wages were lost. It was agreed upon that clarification of volunteer coverage is necessary.

ACTION ITEM: Desiree will contact Bill Rummel for clarification of what liability covers, if Workers Comp would cover only medical. A decision will be based on that information.

B. Overdue Fees

1. Desiree handed out a report of 2011 overdue charges, amount received, and payment type. After speaking with the State Library, it was noted that if we waived overdue fees for our patrons, we would be the only library partner doing that. It could complicate things for the entire partner system. After a brief discussion, it was decided to leave the overdue policy as is for now.

2. It is important that the entire staff follow the guidelines set regarding overdue materials for continuity.

C. Budget (BTOP, TAM FED)

1. BTOP: When the budget was done for this year, it was under the information that Seth's position was covered until April. However, BTOP at the State Library assured Desiree there is money to pay him through June, 2013. That affects salaries and wages, payroll expenses, and health insurance, but that money is reimbursed so no real changes to the 12-13 Budget is necessary. Seth is aware of this information.
2. Tamarack Federation: We ended up getting \$2,547. Those adjustments are on the budget draft.

A note was made that the money from the State Library (\$35,400), and TAM FED are not shown on the income section as they are restricted income.

3. Intercap Bill: Discussion on line item clarification.

ACTION ITEM: Desiree will update these changes as noted.

D. Fundraising Consultant

1. John, Joanne and Desiree will meet with Melissa Bangs on Friday, July 20, to review her report on the research she has conducted. This information will be presented to the Fund Raising Committee as a whole August 6. She will send an agenda for that meeting.
2. Discussion regarding our contract with Melissa was discussed as it expires the end of July. Information from the July 20 and August 6 meetings will be presented to the board in August to discuss in detail future plans.

NEW BUSINESS

A. Roof Report – Willie Schrock

Mr. Schrock was not able to attend the meeting. His evaluation of the roof will be discussed at a later time.

B. Patron Survey Report

1. The results of the survey were handed out. We appreciate all the staff has been doing as they are obviously appreciated.
2. John has vacuumed 4 times now under his new cleaning hat. He has noted there are floor problems that the board will need to address at some point – dips/waves/carpet.
3. Bike racks were discussed. Not sure how this will work out in the near future with the Main Street upgrades going on now. Alternative ideas were discussed.

C. Creamery Picnic Parade

1. Caitlin Kempainen is putting together a float with her summer reading group. Desiree is making a banner for the members of the board to carry. Discussion ensued regarding the following:
 - a. Handouts along the parade route carried by staff

- b. Brochures for the library, Friends, and the Foundation
- c. The location, set up, and manning the booth

D. Other Business

1. Friends Book Sale – Beverly Helrich reported on activity the Friends will be having during the Creamery Picnic.
 - a. The annual book sale will be happening.
 - b. Silent auction for 7 wooden chair/desk combinations donated from the University a while back. Local artists have been given the opportunity to paint these chairs and they will be located around Stevensville prior to the Creamery Picnic.
 - c. There will also be a bake sale by another group in front of the library during 1st Friday in August.

E. Director's Report

1. R-Squared Conference. Desiree was awarded a scholarship to attend a conference in Telluride, Colorado in September. Congratulations!
2. Program Coordinator. Three candidates were interviewed for this position by Desiree and Joanne. Caitlin Kempainen was offered the position and she accepted. Starting date is July 24.
3. PlaySpace Grant. NVPL is the recipient of this grant from the State Library thru the Ready 2 Read program. The blocks and various toys arrived for the children's room on July 10.
4. Civil War 150 Grant. Desiree submitted a grant application. No communication has been received as of the meeting.
5. Baby Packets. The Marcus Daly marketing director/board is in favor of the library packets for newborns. Supplies have been ordered.
6. Writing Workshops for Teens. Desiree is in communication with the Missoula Writing Collaborative.
7. Red Cross. An employee of Red Cross has looked at the Community Room. If it is adequate, quarterly blood drives will be scheduled.
8. Job Service Workshop. The Bitterroot Job Service will be presenting 3 workshops for the public on job search and interview skills: July 24, August 14, and September 18.
9. Ravalli County Museum. NVPL is now a member. We will now do some searching to identify more history regarding this library.
10. Town Council Meetings. Desiree is attending the bi-weekly meetings regularly. Thank you Desiree.
11. Stevensville School Board. Desiree will be attending these meetings regularly as well.
12. Patron Survey. Presented and will be put on the website.
13. Black Mountain. Desiree is working with their staff for the conversion.
14. Copier. The new leased copier is less expensive.
15. Bake Sale. In front of the library during 1st Friday by First Baptist Church. Marie Laubach contact person.
16. Patron Issue. Discussed briefly.
17. Trainings. Desiree has attended 5 webinars this month.
18. Mango Language. Available now.
19. Recycle Kit. The kit has been ordered for cellphones and cartridges to be available in the library.

John moved to adjourn at 5:05 pm. Joanne seconded. No further discussion. Motion carried with all members approving.

The next NVPL Board of Trustees meeting will be held Wednesday, August 15, 2012 at 3:30 pm in the Community Room. Olin Ravenscroft will be presenting on bonds.

Respectfully submitted,

Gayle Tom
Secretary