

NORTH VALLEY PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING AGENDA
MAY 16, 2012 3:30 P.M.

CALL TO ORDER AT 3:30 P.M.
APPROVAL OF AGENDA
INTRODUCTION OF GUESTS
APPROVAL OF MINUTES FROM APRIL 18, 2012
FINANCIAL REPORTS

OLD BUSINESS

1. EVALUATION INSTRUMENT
2. AUDIT
3. MISSION STATEMENT

NEW BUSINESS

1. FOUNDATION UPDATE
2. QUESTIONS RE: SUCCESSFUL CAPITAL CAMPAIGNS
3. OTHER BUSINESS
4. DIRECTOR'S REPORT

NEXT BOARD MEETING: JUNE 20, 2012 3:30 P.M.

North Valley Public Library
Board of Trustees
Meeting Minutes
May 16, 2012

Members Present:

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

Guest:

Leon Theroux

CALL TO ORDER

John Conlan called the meeting to order at 3:30 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.
4. Approval of Minutes: Ed Harrison moved to approve the Minutes for April 18, April 25, and May 18, 2012. David Anderson seconded. No further discussion. Motion carried with all members present approving.
5. Financial Report: Desiree Dramstad presented the financials to date. David noted we are consistently about 5% over our budget. A review of line items showed nothing out of the ordinary. John moved to approve the financial report as presented. David seconded. No further discussion. Motion carried with all members present approving.

OLD BUSINESS

A. Evaluation Instrument

1. Review of information gathered by Joanne
2. Ed presented the idea of using a 'Personal Draft' and /or self-evaluation.
3. Working off the job description for Library Director.

After discussion of possible evaluations, it was decided that the committee consisting of Desiree, Joanne, and Gayle Tom will share the information they have and bring a draft document to the next board meeting.

B. Audit

1. Given the timeline for the startup of the capital campaign, etc., having the audit performed will be on hold for the time being. We will be in contact with Melissa Bangs concerning this.

C. Mission Statement

Desiree and Joanne presented the proposed Mission Statement. After a brief discussion, the following statement was finalized:

The mission of the North Valley Public Library is to strengthen and support our community by:

- fostering a welcoming and comfortable setting for all people to gather, explore, and discover;
- promoting literacy and lifelong learning;
- and providing exemplary service and quality, timely materials.

Joanne moved to approve the Mission Statement as proposed and edited. David Seconded. No further discussion. Motion carried with all members present approving.

NEW BUSINESS

A. Foundation Update

1. Rummage Sale. A total of \$632 will be deposited into the Foundation's bank account from the rummage sale.
2. It has been suggested that the Foundation purchase business cards to hand out at various events when opportunity presents itself. Desiree will look into the cost.
3. Update on appointed officers:
President: David Anderson
Treasurer: Madeline Levine
Secretary: John Conlan
4. Checks for the Foundation
John will order these from the bank.

B. Questions re: Successful Capital Campaigns

1. Melissa Bangs requested questions to be forwarded to her by May 24. She will review them at that time and offer any suggestions.
2. Feasibility Study. We also discussed the feasibility study including what constitutes our feasibility, who we will get to help in finishing the final copy, and options for payment.

C. Other Business.

None.

D. Director's Report

1. VISTA site visit went well.
2. Desiree attended Montana Shared Catalog meeting on May 3-4.
3. Customer service training. Desiree attended a free Montana Superhost statewide customer service training session in Missoula on May 10. On June 18, Mary Busing will present this training session to the staff in an all day workshop at NVPL on from 9 – 4. Board members are encouraged to attend.
4. Rummage sale. \$71 was raised for the Friends, and \$532 (plus another \$100) was raised for the Foundation.
5. Tamarack Retreat will be held in Big Fork May 18-19.
6. Summer Institute. Desiree will be in Helena June 5-8 to attend this training for public library directors.

7. Presentations to community groups. Amy Ling and Desiree are scheduling presentations at various group meetings throughout the summer.
8. Anniversaries. As of May 17, Sheryl has been with NVPL for five years. Carrie's ten-year anniversary is June 11, and Phyllis's five-year anniversary is July 18.
9. Program Coordinator position. Desiree will be posting this position on the NVPL website and via the WIRED-MT listserv on May 21. Application deadline is June 8. Desiree would like to conduct interviews during the week of June 18 or 25, with the hopes of having the new position begin in early July.

The next NVPL Board of Trustees meeting will be held Wednesday, June 20, 2012 at 3:30 pm in the Community Room. Board members are to be ready to make a motion for accepting the proposed budget for 2012-2013.

Dates to be aware of:

David will be gone June 27 – July 18.

Joanne will be gone through May 28.

Desiree will be taking time off in July/August. Dates are not set yet.

Gayle will be gone through June 6.

John moved to adjourn at 5:07 pm. Joanne seconded. No further discussion. Motion carried with all members approving.

Respectfully submitted,

Gayle Tom
Secretary