

**North Valley Public Library
Board of Trustees Meeting Agenda**

Wednesday, October 16, 2013

3:00 – 5:00 p.m.

(in the library's Community Meeting Room)

Call to Order

Introduction of Guests

Bret Gardner - Technology changes and recommendations

Beverly Helrich - Report from the Friends of the Library

David Anderson - Report from the Library Foundation

Leon Theroux - Building report

Approval of Minutes

Approval of Finances

Old Business

Update on new hires / programming position

Acting Director's schedule

Grievance Policy reviews

Outsourcing Accounting

New Business

Thanksgiving and Christmas closures

Affordable Health Care Act

Donation to use "where most needed"

Director's Report?

Strategic Planning?

Adjournment

North Valley Public Library
Board of Trustees Meeting Minutes
Wednesday, October 16, 2013

(in the library's Community Meeting Room)

Call to Order 3:04 PM

Joanne, David, Ed, and Toba present

Introduction of Guests Bret, Beverley, Madeline Levine, Leon, Renee

Bret Gardner - Technology changes and recommendations

Bret made the following recommendations:

- update network hardware and cabling

- work with users to improve security and document sharing

- update software

- Office 2013, Adobe Acrobat, Visio, establish a multi-media station server and "deep freeze" warranty updates

- change email naming convention and shorten dns address url

- Board agreed to change email addresses to FirstNameLastInitial

All improvements are estimated to cost ~\$3500, not including Bret's time for implementation.

Beverly Helrich - Report from the Friends of the Library

Friends made ~\$1300 on the artist chair auction, more artists are interested in participating.

- Membership Lunch on Oct. 17 at noon.

- Paying to clean the carpet in the Meeting Room

David Anderson - Report from the Library Foundation with Madeline Levine

Brochure is ready. A sample was shared. Toba suggested adding seniors to the description of the mobile library.

Officers and Renee met Eric Brockett, he offered to help write a story about the Foundation for the papers.

- Foundation needs the Trustees' strategic plan in order to target fund-raising efforts.

- The Foundation website and link on the library site needs updating.

Foundation currently has \$899.37.

Leon Theroux - Building report

Checked all smoke alarms in the library.

Approval of Minutes Toba/Ed Passed

Approval of Special Meeting minutes (following Lisa's resignation) Joanne/Ed Passed

Approval of Finances David/Toba Passed

Old Business

Update on new hires / programming position

Renee performed new employee orientations for Bret, Steve and two new substitute librarians (Pam and Melinda).

Renee proposed redefining the Program Coordinator position with an emphasis on children and young adults, working 20 hours per week. The new position would be titled Youth Services Specialist. Renee pointed out Amy's current specialist designation is based on coordinating adult programming, so the primary need is in youth services.

Trustees approved a motion to eliminate the Program Coordinator position and create the Youth Services Specialist position at 20 hours per week. Joanne/Ed Passed. Renee will draft a job description and proposal for wages for subsequent Board approval.

Acting Director's schedule

Renee in consultation with Joanne will work hours Monday - Friday roughly equivalent to the school day, generally 8:30 to 3:00, Wednesday out at 2:00, every other Friday, about 28 hours per week.

Grievance Policy

Accepted as amended, Toba/Joanne Passed

Outsourcing Accounting

Renee proposed revising the library budget to pay for a payroll bookkeeper, either as an internal hire or outside contractor. She estimated this would free approximately eight hours of her time per week for other library business. Carrie would retain the bookkeeping duties, and the Director will continue to reconcile monthly bank statements. She suggested that redefining the Program Coordinator position (see above) would free up the needed funds. Ed suggested the new person could also help ready the library for an audit. All felt it was important that the new person have Black Mountain experience.

After some discussion, the Trustees agreed to budget for a payroll position. David/Joanne Passed. Renee will research whether it is better to use a contractor or create an internal position.

New Business

Added by Renee: Cancel check

A check issued to a book vendor was never cashed. A new check was issued. After discussion, it was decided not to cancel the first check at the bank.

Thanksgiving and Christmas closures

As per a previous decision, library will be closed November 28 & 29 and December 24 and 25.

Affordable Health Care Act

Renee doesn't think the library will be required to offer insurance under the ACA, but will do some additional research.

Donation to use "where most needed"

After discussion, Trustees suggested the money be forwarded to the Foundation.

Director's Report

Renee attended a conference hosted by the Montana NonProfit Association.

Renee requested to submit a written report monthly before the Trustees' meeting and discontinue the verbal report during the meeting. The board agreed.

Strategic Planning

Renee suggested she research methods of library strategic planning process for the Trustees. Trustees agreed. She will investigate possible models/tools to use.

Tamarack Phone Meeting

Ed and Renee attended. State traveling is currently curtailed due to Federal shut-down.

Website update

Leon commented that there are several items out of date on the library website. Renee agreed and promised to assign staff members to get the website reviewed and updated.

Adjournment 5:30 PM