

NORTH VALLEY PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING AGENDA
APRIL 16, 2013 3:30 P.M.

CALL TO ORDER AT 3:30 P.M.
APPROVAL OF AGENDA
INTRODUCTION OF GUESTS
APPROVAL OF MINUTES FROM MARCH 20, 2013
FINANCIAL REPORTS
REPORT FROM FRIENDS OF THE LIBRARY

OLD BUSINESS

1. INTERCAP / REFINANCE
2. LIBRARY ATTORNEY
3. LIBRARY DEPRECIATION FUND
4. FY13-14 PLANNING

NEW BUSINESS

1. MAINTENANCE UPDATE
2. BOARD OFFICERS AND PROCEDURES
3. CHILD SAFETY POLICY
4. SMOKING
5. OTHER BUSINESS
6. DIRECTOR'S REPORT

NEXT BOARD MEETING: MAY 15, 2013 3:30 P.M.

NORTH VALLEY PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
APRIL 16, 2013

ATTENDANCE:

Joanne Charbonneau - Trustee
John Conlan - Trustee
Desiree Dramstad - Library Director
Ed Harrison - Trustee
Janel Jones - Guest
Judith Loring - Attorney
Leon Theroux - Guest/Volunteer
Gayle Tom - Trustee

The meeting was called to order at 3:30 P.M.

APPROVAL OF AGENDA. The agenda was approved with the following change: FY13-14 Planning, which was item 4 under Old Business, was moved to item 7 under New Business.

INTRODUCTION OF GUESTS. Janel Jones, Judith Loring, Leon Theroux.

APPROVAL OF MINUTES FROM MARCH 20, 2013. The minutes were approved with a revision to the wording of a MOTION concerning the vehicle purchase for the Storyline program. The revision to the original MOTION should read as: MOTION was made to commit \$20,000 for the Storyline program.

FINANCIAL REPORTS. MOTION was made by John and seconded to by Ed to approve the financial reports as presented by Desiree. The motion was approved unanimously.

REPORT FROM FRIENDS OF THE LIBRARY. Beverly was not present to give a report.

OLD BUSINESS

1. INTERCAP/REFINANCE. Desiree submitted INTERCAP loan papers for signatures as required for the application. Judith Loring was present to inform the board she would be able to complete the Attorney Opinion part of the loan application for the library for a fee of \$75.00.

MOTION was approved unanimously to have Judith Loring complete the Attorney Opinion letter for the Library, as part of the INTERCAP application process.

As part of the INTERCAP loan process, a motion is required by the NVPL Board of Trustees to state, by resolution, participation in the program.

MOTION was made by Resolution 102 committing the NVPL to participate in the INTERCAP loan program as a means of financing the building mortgage. Full text of resolution is on file.

2. LIBRARY ATTORNEY. Judith Loring was asked if she might be interested in being the attorney for the library. She will draw up a Memorandum of Understanding for the board that will state the the conditions and fees for any potential work. The board can then review and possibly accept at the next meeting.

3. LIBRARY DEPRECIATION FUND. Desiree has been in contact with Tracy Cook concerning the Library Depreciation Fund. It was decided not to make any changes to the chart of accounts by adding this line item.

4. FY13-14 PLANNING. Moved by motion to New Business, line 7.

NEW BUSINESS

1. MAINTENANCE UPDATE. Leon reported that he had changed the filters on the furnace and checked the smoke alarms.

2. BOARD OFFICERS AND PROCEDURES. John reminded the board that board officer positions should be finalized by the June meeting.

3. CHILD SAFETY POLICY. Draft of the Child Safety Policy was reviewed and a few suggested changes to the wording were recommended. Desiree will take the suggested changes to the staff, for their review, at the next staff meeting. The Board will act on the policy at the May meeting.

4. SMOKING. Desiree reported that there is not a Town Ordinance for a 25 foot no smoking zone in front of buildings. There is not a law that states the library could not post a no smoking sign in front of the building.

MOTION made by John and seconded by Joanne to insert in the Respect for Users, Staff, and Library Property Policy that the library premises are a non smoking area.

5. OTHER BUSINESS. Gayle knows of a mechanic available to check vehicles that the library may be interested in purchasing for the Storyline program. Desiree showed some vehicle information that Toba had received from Mildenerger Motors.

6. DIRECTOR'S REPORT. The following is a summary of the report. Full text is with agenda.

- Review of library policies was done at the March 22 staff meeting. Personnel policy review will be held at the April 26 Staff Meeting.
- Desiree is participating in a MLS Task Force which seeks to clarify and simplify annual statistics reporting for public libraries.
- University Motors, Bitterroot Motors, and Mildenerger Motors have all been contacted concerning a vehicle for the Storyline program. There is a grant application pending with the Jerry Metcalf Foundation.
- Desiree highlighted a few library services and John talked about the Foundation at the April Main Street Meeting.
- Desiree will be attending and presenting at the April MLA pre-conference session and Caitlin will be presenting at the Ready2Read program.
- Desiree will be attending the Montana Shared Catalog Meeting in Miles City on May 1-3, and in Big Fork for the Tamarack Federation meeting May 17-18. One board member is required to attend the Tamarack Federation meeting.

7. FY13-14 PLANNING. A closed session was called to discuss the budget because of potential discussion relating to personnel staffing and salaries.

Joanne does not want to revise the Director evaluation document but rather add input from the staff that was not included in the adopted document.

MEETING WAS ADJOURNED AT 6:15 P.M.

THE NEXT MEETING OF THE NVPL BOARD OF TRUSTEES WILL BE MAY 15, 2013, AT 3:30 P.M. IN THE COMMUNITY ROOM

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