

# North Valley Public Library Board of Trustees Meeting

Wednesday, June 10, 2015

3:00 p.m. Library's Community Meeting Room

- Call to Order/Roll Call
- Public Comment
- Guests
  - Friends of the Library report – Beverly Helrich
- Approval of Minutes
- Approval of Finances
  - Cash Report
  - Statement of Expenditure – Budget vs. Actual
  - Statement of Revenue – Budget vs. Actual
- Director's Report
- New Business
  - Budget
  - Lighting Presentation – Foundation Board will attend this at 4 p.m.
  - Personnel Policy – Revisions
  - Recruitment of new board members
  - Director Annual Evaluation Procedure & other news from Tamarack (Victoria)
- Adjournment

# North Valley Public Library Board of Trustees Meeting

Wednesday, June 10, 2015

3:00 p.m. Library Community Room

## Attending:

Joanne A. Charbonneau, Chair  
Patricia Meakin, Board member  
Victoria Howell, Board member  
Alan Sponberg, Board member  
Denise Ard, Library Director  
Bev Heinrich, Friends of the Library  
Guest: Leon Theroux

Toba Winston not attending.

Meeting called to order at 3:03 p.m.

No public comment.

Friends Report: Lunch and Learn with Dale Burk went well. Friends will have one more Lunch and Learn event and then focus on prep for the Creamery Picnic and the Book Sale.

Approval of Minutes: Joanne motioned to approve last month's minutes, Patricia seconded. Unanimously approved.

Finance Report: The statement of expenditures looks good for this fiscal year. Denise is clearing up the PERS issue with employee retirement. Patricia asked why the heating costs and the cost of One Call had gone up. A suggestion was made to put up a notice to ask patrons if they would prefer to opt out of One Call in order to save the District money. Worker's Comp came in high and the rates will always go up, but this coming fiscal year should be fairly comparable to what it was last year because most volunteers will now be covered under RSVP. The donation from the Rapp Foundation was included in the statement. The mill levy money for July is budgeted for the 2015-16 budget.

Joanne moved to approve. Patricia seconded. Unanimously passed.

Director's Report: Denise presented the preliminary budget for 2015-16 for the board to look over and discuss. There are three-funds; the general fund, the library depreciation fund and the Storyline fund. The board needs to approve the preliminary budget so Denise can pay the July bills. The preliminary budget is just an estimate but Denise provided a list of next year's expenditures and reserves. Grant money is still coming in.

Bret provided Denise with a computer and software budget. He says the PC's will need to be replaced in 2017 at the latest. He has budgeted to replace the staff PC's in next year's budget.

The public computer bank must all be replaced at once so the licensed software works the same on all of them. If they are budgeted to be replaced this year, the laptops can then be replaced next year. Bret estimated the cost to be around \$11,000: \$5000 for desktop computers and \$6,000 for laptops. Patricia asked about new monitors. The estimate does not include monitors.

The Cash Reserve line item can only be 1/3 of budgeted amount. This applies to the General Fund only. Even though it's appropriated doesn't mean it needs to be spent. Joanne and Patricia agree that including the cash reserve in the budget means that money is available if needed.

Salary increases were discussed. Patricia wants to think strategically about increases. There was some discussion about performance rubrics and whether the board needs to create employee incentives for wage increases, or perhaps other compensations that aren't taxed like travel or phone allowances. Bev said there were past years when raises weren't an option and the Friends provided money for taking classes. Patricia wants to make sure hard work is rewarded. She wondered if an employee wage increase will affect other programs or projects because of a lack of funds, and whether cost of living raises will be possible in the future.

Joanne explained that the mill levy revenue always goes up and is constant, therefore salaries and wages are covered without problem. Victoria pointed out the library is very fortunate to be in a large district, independent and primarily funded by tax monies. Victoria feels really strongly that library employees should be paid more than minimum wage. The budget can handle a wage increase. The board does not want to go to a "merit" system, because they can be too subjective. Denise does employee evaluations on a regular basis and feels confident all employees work to their potential.

Denise put Christmas bonuses in the budget as a line item. Victoria suggested adding more money to the bonus line so employee bonuses stay consistent from year to year.

Patricia moved to approve tentative budget with changes. Joanne seconded. The motion passed.

Colleen Miller's lighting presentation was very informative, full of options and well received.

The lighting in the library needs an upgrade due to the increasing costs of ballasts and replacement bulbs. The fluorescent bulbs contain toxic materials, put off heat and use more electricity. New technologies in lighting provide options for better lighting that costs less to install and use, and are still being refined. Her recommendation is to leap into the new tech with LEDs. She said use of modelling software to design a lighting plan would give us an idea where directional lights would provide more light than we currently have, especially in the stacks.

Patricia asked for an estimate, Colleen estimated each room at about \$1200. Also the products installed, e.g. ballasts, need to be UL listed for insurance and an electrician would need to sign off after Colleen installs.

NVPL Foundation board members Jose Sanchez and Dick Ellis attended the presentation on lighting in order to get ideas for Foundation fund raising.

Personnel Policy Revisions: Joanne moved to accept both policy changes. Patricia seconded. Unanimous approval.

There was some discussion about the recruitment of new board members to replace Toba Winston, who would like to resign and Alan Sponberg who will want to go in another six months or so. Patricia asked about getting members with special qualifications, possibly someone with banking experience, a lawyer, a person familiar with construction and/or a business person with ties to the Main Street Association. The point was made that anyone who accepts either position for now will still have to run for election to finish out the term. It will be more cost effective to run two people and only need one election.

Meeting adjourned at 5:09 p.m.

*Minutes by Pam Morris*