

North Valley Public Library
Board of Trustees Meeting Agenda

PLEASE NOTE:

THIS MONTH'S MEETING WILL TAKE PLACE ON A DIFFERENT DAY AND TIME THAN OUR USUAL MEETINGS

Wednesday, February 12, 2014

4:00 – 6:00 p.m.

(in the library's Community Meeting Room)

Call to Order

Introduction of Guests

Mary Winegart – new youth services specialist!

Beverly Helrich - Report from the Friends of the Library (update on brochure)

Madeline Levine - Report from the Library Foundation (new member recruitment and brochure)

Leon Theroux - Building report

Approval of Minutes

Approval of Finances

Old Business

Director's Report

Director Position

Health Insurance Stipend

Building Plan (model, schematic design, and other possible locations)

Exterior Painting

New Business

Quarterly meetings with Foundation/Staff/Friends

Updating Bank Signature Cards

Creamery Picnic Float

Background check for volunteers as well as staff?

Youth Services Office?

Trash Can in front of library?

Rummage Sale (March?)

Seed Library?

Adjournment

North Valley Public Library
Board of Trustees Meeting Minutes

Wednesday February, 12, 2014

Call to Order 4:03 p.m. in the library's Community Meeting Room

Board Members present:

Joanne Charbonneau, Chair of Trustees

Ed Harrison, Trustee

Victoria Howell, Trustee

Alan Sponberg, Trustee

Toba M. Winston, Trustee

Renee McGrath, Acting Library Director; ex officio

Guests: Leon Theroux, Mary Winegart

Introduction of Guest, Mary Winegart –Renee introduced new youth services specialist to Board.

Beverly Helrich - Report from the Friends of the Library: Beverly reported on the “Authors & Chocolate” event scheduled for February 21. She said the library will be wonderfully transformed/decorated. She gave Board members raffle tickets to sell and asked that we make a special effort to sell as many as possible.

Library Foundation Report: Madeline Levine recovering from surgery and not present to provide report.

Building report: Leon reported that two sided tape was added to safely secure edges of rugs; a chimes will be added to the back doors so anyone coming or going would be heard.

Approval of Minutes: Minutes as amended by Renee, unanimously approved by Board.

Approval of Finances: Renee reported that we are within our budget, over in some areas and under in other areas but overall within budget. Joanne moved financial report be accepted as submitted by Renee, seconded by Alan, unanimously approved by Board.

Old Business:

Director's Report: Renee asked if anyone had any questions about the factual information in her report. She emphasized that the items that need Board discussion and decisions are on today's agenda. There were no questions concerning the factual information in the Director's report.

Director/Assistant Director Positions: After much discussion concerning the affordability and pros and cons of reducing the hours of the Director to 20 hours per week and the hiring of an Assistant Director to work 20 hours per week, it was approved by a vote of four in favor and one opposed. It was agreed that the position for an Assistant Director would be for \$15 per hour, advertised in the Missoulian, and that Renee would draft

a job description as soon as possible with a goal to complete the selection process in May. The budget would need to be revised and approved accordingly.

Health Insurance Stipend: Renee reported that there is no news concerning this issue. The Board agreed that Renee would bring the issue to an enrolled agent for clarification.

Building Plan (model, schematic design, and other possible locations): The Board discussed the fact that the staff should be briefed on the Board's present thinking on the plans for a new library. Action Item: Joanne agreed to prepare an email containing the Board's position. Renee would then discuss this information with the library staff. We also agreed that new public meetings would need to be held.

Exterior Painting: Marina Wetherly has drawings of what the exterior paint on the building should look like. Victoria agreed to contact Marina and obtain a copy of the plans. We discussed that volunteers from the Main Street Association and the Library would do the work. We would need to approve a budget for this work at our March meeting with the goal that the work will be done in April.

Appeal State Unemployment Office Decision to grant Unemployment compensation to Desiree: Joanne agreed to prepare an argument against the decision to grant Desiree unemployment insurance.

New Business:

Quarterly meetings with Foundation/Staff/Friends: Board agreed to hold the first informal social gathering the end of March or in early April.

Updating Bank Signature Cards: The Board approved removing David Anderson and adding Victoria Howell to the Bank Signature Cards. This would mean that the new Cards will show signatories as Joanne Charbonneau, Ed Harrison, Victoria Howell, Alan Sponberg, Toba M. Winston and Renee McGrath.

Creamery Picnic Float: It was agreed that planning would begin to design and build a float for the Creamery Picnic. Renee had ideas who on staff might be involved in that effort.

Background check for new library volunteers: It was unanimously approved by the Board that background checks will be done for all new library volunteers.

Youth Services Office: Mary presently shares an office with Bret. It was proposed by Renee that an office be created for Mary that opens onto the Children's Room. It would require that a framed door with glass be added to an existing closet. The proposal was approved "in concept" with the agreement that a cost estimate is needed, and must be approved by the Board.

Trash Can in front of library: The Mayor has approved the funding for a trash can in front of the library.

Rummage Sale: Discussed a sale be coordinated with the Creamery Picnic (third weekend of June).

Seed Library: It was agreed more information is needed that would be obtained from other libraries already having Seed Libraries. Also the Garden Club should be consulted.

Adjournment: at 5:50 p.m.

Draft Minutes prepared by Toba M. Winston, 2/12/14