

BOARD OF TRUSTEES MEETING AGENDA

Wednesday, January 19, 2011, 4:30 p.m.

Call to Order

1. Introduction of Guests
2. Report from the Friends (Beverly Helrich)
3. Approval of Minutes
4. Approval of finances

Old Business

1. Donna Larson library certification
2. Library district expansion plans?
3. Building CD (expires 2/10/10)
4. BTOP update – contract signed, job description

New Business

1. Board/Director responsibilities and email communications
2. Building insurance investigation
3. Contributing towards purchase of audio and ebooks
4. Insurance stipend increase?
5. Charging for printouts of tax forms?
6. Whitefish proposed amendments to library law
7. Hiring someone to shovel/put down ice melt/weed whack?

Meeting Review

Next board meeting: Wednesday, February 15, 4:30 p.m.

North Valley Public Library
Board Meeting
19 January 2011

Members Present

John Conlan
David Anderson
Ann Marie Carbin
Julia Bell
Rita Faulkner

Guests Present

Renee McGrath, Director
Leon Theroux, Volunteer
Beverly Helrich, Friends president
Gail Tom, Private citizen

Call to Order

John Conlan called the meeting to order at 4:35 PM.

Beverly Helrich reports the Friends are readying for the Chocolate and Authors function, 25 February 2011, 4-8 PM. For this, the library will be closed at 12 PM to ready for the event. It was also noted that a sign-in sheet at the front door would serve as a tool for future fundraising. For those new to this, Bev provided a summary of the what takes place, how the raffle prizes are secured, and how it assists the library as a whole.

Beverly also reported on Helping Hands; assisting those in need. Their board decided to contribute to The Friends, \$1,360.89, to be distributed to those deemed in need. Bev has set this aside, to use as they have requested.

Approval of Minutes. No corrections. Ann Marie made a motion to approve the minutes. David seconded. Motion carried with all members approving.

Approval of Finances. Renee reviewed line items, and still in the process of fixing

certain line-items. John made a motion to approve the finances. No comments or corrections provided. Ann Marie seconded the motion. Motion carried with all members approving.

Old Business

1) Renee reported, Donna Larson has completed her library certification, and has received her \$50.00 library merit bonus.

2) Renee wanted to clarify whether NVPL should address the idea of library expansion at this time, or should the building remodel take precedence. All members were in agreement that the building remodel is to take priority. Expansion to be addressed at a later date, possibly after the remodeling has started.

3) Renee asks the board on whether to use the CD to pay the upcoming InterCAP loan is coming due in February 2011. John has information it may not be due until August. John will verify through his contact as to which month it's due. It will then be brought back to the board whether to use the CD or funds from the Reserve account to make the payment. John asked Renee if a report could be provided of all amounts NVPL has paid on the remodeling. She will look into.

4) Renee provided a job description for BTOP. Few suggestions addressed. John made a motion to approve. Ann Marie seconded. Motion carried with all members approving.

New Business

1) John reminded all board and staff to use discretion of email use, and adherence to the Open Meeting law.

2) The insurance coverage on Mary Jette; Rita reported she had received a call from NVPL attorney, Jamison Starbuck, saying she had spoken to Renee and John, and had some concerns, asking for clarification on the claim for Mary Jette; the word "claim", is a word used by the insurance company of a situation that has been brought to their attention, which could include, or exclude monies paid. Rita contacted agent, Bill Rummel. He directed Rita to 2 individuals now handling the process, Eileen Lafave and Latrina Alexander. Eileen was no longer involved. Rita received a call from Latrina, her outlining what actions have taken place.

On 14 January 2011, Rita received another call, this being from Angie Cryar, stating she has been handed the case, and would like a few days to review, so she could answer any questions the library may have. The case had been reassigned to her for the purpose of 'check and balance'. Call from Angie Cryar, 19 January 2011, she providing an update and clarification on all actions taken:

'Eileen Lafave was the investigator, and Latrina Alexander secured the information to

verify there was coverage available. As such, this is a "Nonfault" circumstance, being the library took precautions of ice melt, therefore not liable, and will have no bearing on future premium. Due to the Nonfault status, there will not be any Pain and Suffering allowed. A maximum benefit of \$10,000 is allowed, but Mary is still unwilling to pursue. Angie informed Rita that Mary has been informed that there is help with her out-of-pocket expenses, such as her deductible, copays, prescriptions, charges her regular insurer would deny and were medically necessary. Mary has been sent a "Confirming letter" to withdraw on any future claims, but has a 3 year statute of limitations. Nothing has been paid as of this date.

It was also noted that an in-service with the insurance agent would be helpful to all. Rita will arrange.

3) Renee reported that other libraries were contributing funds toward the service provided by Overdrive, and would like to see NVPL to also contribute. Renee provided examples of what other libraries of the approximate size of NVPL were contributing, which were on average of \$400.00. Ann Marie made the motion to contribute \$400.00 this year. David seconded. Motion carried, with all members in favor.

4) Renee indicates her insurance premium has increased to \$381.00 per month, and insurance stipend provided by NVPL is insufficient. It was agreed to cover the additional cost for Renee and staff, up to a maximum of \$400.00. Verification of amount due on each persons premium is still required. David made a motion. Ann Marie seconded. Motion carried with all members approving.

5) Renee questioned on whether the library should, or should not charge for printouts of tax forms. It was agreed by all, the first 10 copies to be free for the purpose of tax filing.

6) Renee supplied reports on the proposed amendments to library law. They are being rewritten to support the current needs of library's, and by doing so, may impact Whitefish library becoming an independent library. Division of assets with their county in particular.

7) John would like to look into hiring someone for shoveling snow, weed clearing, etc. Renee will look into the costs and other options. Until then, John will assist.

John reminded all interested parties of the meeting with the architect tomorrow is at 5 PM.

John adjourned the meeting at 6:15 PM

Next board meeting, 15 February 2011, 4:30 PM

Rita Faulkner for Ann Marie Carbin