

NORTH VALLEY PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING AGENDA
FEBRUARY 20, 2013 3:30 P.M.

CALL TO ORDER AT 3:30 P.M.
APPROVAL OF AGENDA
INTRODUCTION OF GUESTS
APPROVAL OF MINUTES FROM JANUARY 16, 2012
FINANCIAL REPORTS
REPORT FROM FRIENDS OF THE LIBRARY

OLD BUSINESS

1. AG OPINION 54, NUMBER 7 (TRACY COOK)
2. STORYLINE
3. PROGRAM AND PRESENTER POLICY
4. INTERCAP / MORTGAGE REFINANCE
5. CLEANING

NEW BUSINESS

1. FOUNDATION MEMBERSHIP
2. MLA CONFERENCE SCHOLARSHIP
3. OTHER BUSINESS
4. DIRECTOR'S REPORT

NEXT BOARD MEETING: MARCH 20, 2013 3:30 P.M.

North Valley Public Library
Board of Trustees
Meeting Minutes
February 20, 2013

Members Present:

David Anderson, Trustee
John Conlan, Chair
Joanne Charbonneau, Trustee
Desiree Dramstad, Library Director
Ed Harrison, Trustee
Gayle Tom, Trustee

Guest:

Tracy Cook, MSL Consulting Librarian
Beverly Helrich, Friends of the Library (3:35)
Caitlin Kempainen, Program Coordinator
Leon Theroux
Toba Winston

CALL TO ORDER

John Conlan called the meeting to order at 3:30 pm

1. Approval of Agenda: The agenda as presented.
John moved to accept the agenda as presented. David Anderson seconded. No further discussion.
Motion carried with all members present approving.
2. We have a quorum.
3. John recognized guests: Tracy Cook, Beverly Helrich, Caitlin Kempainen, Leon Theroux and Toba Winston.
4. Approval of Minutes: Gayle Tom mentioned she will be adding Caitlin Kempainen to last month's Guest List as her name was inadvertently left out. John moved to accept the minutes for the Board of Trustee Meeting dated January 16, 2013 with the addition of Caitlin Kempainen. Ed Harrison seconded. No further discussion. Motion carried with all members present approving.
5. Financial Reports: Desiree Dramstad presented the financials for January. As of end of January, we are 58% of the way through the year with 69% of revenue received. The bottom line of expenses shows we are right at 58%. There are no additional concerns. Desiree continues to like the Black Mountain accounting system. Caitlin has agreed to learn payroll in order to be a backup for Desiree. David moved to accept the financial reports as presented. Joanne seconded. No further discussion. Motion carried with all members approving.
6. Friends of the Library Report by Beverly Helrich will follow Tracy Cook as Tracy is traveling.

OLD BUSINESS

1. AG Opinion 54, Number 7 (Tracy Cook): Tracy was invited to attend the Trustee meeting to talk about the Attorney General's Opinion on June 2012, and how it specifically impacts NVPL. Prior to the opinion, the Board had authority over the bottom line of the budget. After the opinion, the bottom line of the budget can be cut even if revenues are available. Tracy presented how this decision possibly happened, MSL and MLA responses, and what steps are needed by the local libraries/communities to bring about

OLD BUSINESS cont.

1. AG Opinion 54, Number 7 (Tracy Cook) cont.:

change in legislation. What MSL has learned: voted levies are considered sacred, and libraries with agreements have some protection in that an agreement is a contract. However, it is an agreement which both parties can get out of. Discussion ensued. It was agreed that the NVPL Board of Trustees will send a letter to Judy Hart at the Lewis and Clark Library stating that the NVPL Board members who signed the letter are behind those who feel legislation needs to be changed.

Good news on a different front. Tracy informed us that the state aid per capita has passed the 3rd reading in the House which would increase our state aid capita to .40 per person compared to the current rate of .10 per person. The next step is for it to go through the senate.

Tracy excused herself at 4:10 pm.

ACTION ITEM: John, David, and Joanne will draft a letter for the individual Board members to read and sign if they agree with the letter, and forward on to Judy Hart.

CALL TO ORDER cont.

6. Friends of the Library, Beverly Helrich: Chocolate and Authors will be held Friday, February 22, 2013, 4:00 – 8:00 pm. Nineteen local authors have committed to attend. The library will be closed that day.

OLD BUSINESS cont.

2. Storyline: Desiree sent a letter to Town Pump Charitable Foundation on January 24, requesting assistance in purchasing a van. There has been no response as of date, but is expecting response shortly. Desiree also passed around information found on Auto Trader for vans, years, prices that are currently available in the area.

Desiree would like a decision by the Board as to whether or not we will pursue the Storyline program, and also would like the Board to earmark the Howe Charitable Foundation monies for this project. David moved to have a Storyline van program. Ed seconded. After discussion, our initial search for a vehicle will entail the following information: ~2005 van, mechanically sound for approximately \$8,000 to \$10,000. Desiree will continue to search, Toba Winston and David will make their contacts, and Gayle Tom will contact a mechanic for performance recommendations. Motion carried with all members present approving.

3. Program and Presenter Policy and Agreement: Caitlin Kempainen emailed the Board a copy of the drafts for review. Once again, the purpose being to provide a guideline for the library staff as well as presenters regarding program expectations presented at NVPL. After reviewing the documents presented and discussion, it was agreed that Caitlin will edit and send the final rendition to the Board prior to next month's meeting. Having time to review the policy and agreement, they will be added to next month's Old Business for vote of approval by the Board.

4. INTERCAP/Mortgage Refinance

John has been contact by Julie Flynn at the Board of Investment. The new interest rate will be coming out within the next day or two. As recap, September 2014 is when our Farmers balloon loan is up. We will need to go back to them requesting another balloon loan. The last couple times, it has been for 5

OLD BUSINESS cont.

4. INTERCAP/Mortgage Refinance, cont.
years. INTERCAP would go out 10 – 15 year. This would be our preference. There are no additional fees that we are aware of. It will take approximately 8 weeks to have the application approved barring any questions. Loan information of rates and potential investors are available on their website: www.investmentmt.com/BondPrograms/INTERCAP/default.mcp.x. INTERCAP does adjust their interest rate twice a year. John will check on interest rate caps should the rates begin to rise dramatically as well as the possibility of rolling the architect loan in with this one. Desiree mentioned it may not be possible to roll the two loans together in order to keep building costs separate from operating costs.

After discussion, it was agreed for John to proceed with approaching Farmers to see if there are any unforeseen issues on their end, and begin the process with INTERCAP.

5. Cleaning issues to be aware of:
 1. John will be doing some traveling in the next year and will need a backup for his services rendered at the library from June and beyond.
 2. The carpet needs shampooing.
 3. During the winter months, it would be helpful to have walk-off mats at the front and rear doors.
 4. For safety purposes, there are a couple of spots on the red carpet that sink when stepped on and in Seth and Caitlin's room, the floor is sloping.
 5. It would be nice if we could blacktop or gravel the back parking lot. In the winter it can be a sheet of ice presenting potential dangers.
 6. The insulation is in place upstairs. The paperwork has been submitted for the rebate. We still need to cut out an access in the far wall at some point. The room in the front is available for storage.
 7. There is a rebate for florescent lights with Northwest Energy if we want to participate.

After discussion, the following decisions were made:

1. John will bring his tentative calendar for the summer (and beyond) to the March meeting. Joanne suggested we rotate the cleaning schedule between trustees.
2. No further discussion.
3. No further discussion.
4. Ed commented on the flooring issue. He applied for the Paul G. Allen grant in January to level the floor and replace carpeting. He has not heard back from them as of date.
5. David suggested we let the county and/or city know we would like to get some asphalt work done as it is cheaper to partnering with others having similar work done.
6. No further discussion.
7. No further discussion.

NEW BUSINESS:

1. Foundation Membership

The Foundation Board had a meeting last week. The more information members learn from other Foundation members, the more it is understood that NVPL's Foundation is evolving. They looked at the website John and Seth have been working on. It's looking good. They discussed letters to be sent to the community with the first emphasis being introduction of the Foundation and subsequent letters asking for support for renovations, etc. The Foundation would be an entity people could pass money through. They are working with Allegra Printing on the brochure and trust it will be available to give out shortly.

NEW BUSINESS cont:

1. Foundation Membership, cont.

The Board membership number was expanded to 9 people, and they are actively soliciting people for membership. John is meeting with Allegra this week reviewing the different proposals offered. The next quarterly meeting is in May. By then they trust to have some of these things in place. Desiree mentioned the library has a speaking engagement at the Main Street Association Meeting in April at noon. A brochure would be great to give them.

2. MLA Conference Scholarship

Desiree received information that registration and mileage monies are available for one trustee to attend the MLA pre-conference and conference April 17-20. If anyone is interested, please let Desiree know. At the pre-conference, Desiree and others are presenting a scaled down version of the Risk and Reward conference they attended in September.

3. Other Business

There is a community service worker at the library. John would like to use him cleaning bricks donated from the middle school. We will work at getting bricks moved to behind the library.

4. Director's Report

1. Insurance – Desiree was contacted by Associated Employers out of Billings for health insurance quotes. It was decided not to inquire at this time

2. Town Pump Charitable Foundation – Waiting for a response to Desiree's January 24 request.

3. Taxes – W2s and 1099s sent out on January 28. Information returns have been filed with the IRS, SSA, and MT Dept. of Revenue.

4. Self-check machines – Flathead County Library donated two used self-check machines to us. Seth will be installing one or two of them soon.

5. Big Read – Grantees will be notified in April. Should we be awarded Big Read, activities will take place in October 2013 rather than January 2014 as previously reported.

6. Fund drive – 1062 envelopes were sent on the 11th. Over \$1400 has been brought in thus far.

7. Grants – Caitlin is working on two grants. 1. The Stevensville Community Foundation for funds to hold a Missoula Writing Collaborative workshop. 2. The Jerry Metcalf Foundation for assistance with the Library Kids Grow (Community Garden) program.

8. OCLC WorldShare Management Services. NVPL entered into the pilot agreement with OCLA on February 11.

9. FY2013-14 budget – Desiree will have a draft available for the March meeting.

David moved to adjourn at 5:30pm. John seconded. No further discussion. Motion carried with all members present approving.

The next NVPL Board of Trustees meeting will be **Wednesday, March 20 at 3:30 pm** in the Community Room.

Respectfully submitted,

Gayle Tom
Secretary