

SPECIAL TRUSTEE MEETING  
JULY 8, 2013:3:30pm  
AGENDA

New Business: Add the 7 items below

Interviewing for trustee vacancy

OLD BUSINESS:

- 1) Acting Director
- 2) Ad and longer Job Description, ALA
- 3) Tech position
- 4) Scheduling (Caitlin at 32 hours, Amy and Carrie more hours)
- 5) Repercussions of Desiree's resignation

Added New Business:

- 1) Decision about Caitlin going to 3-day leadership conference
- 2) Bills to be paid
- 3) Unpaid consultant "position" for Janice Charbonneau, 30 years as senior consultant for Central Massachusetts Regional Library system (70 public libraries); director of Francis Perkins branch library, Worcester, MA.
- 4) Donations policy: institute immediately a policy that when someone donates, we give them a receipt they can use for tax policies, get their name and address for a hand-written thank you , and add them to list of donors (We will begin a database later)
- 5) Sprucing up (planting flowers, paint touch up, doing some displays, possibly eliminating outdoor bookshelf often filled with pop cans, rubbish, etc.)
- 6) Celebration of John's tenure as Chair (booklet with photos and highlights of what NVPL accomplished under John's leadership, staff and trustees signing it).
- 7) Circle of Friends idea

Next Board Meeting: July 17, 2013, 3:30pm

North Valley Public Library  
Board of Trustees Meeting  
Minutes  
July 8, 2013

Members present:

Joanne Charbonneau, Chair,  
Ed Harrison, Trustee,  
Toba M. Winston, Trustee, and  
Alan Sponberg, new Trustee after interview

Joanne called the meeting to order at 3:30 pm. We have a quorum.

New Business:

Interview for trustee vacancy: We interviewed for the trustee vacancy, and Alan Sponberg was unanimously elected effective immediately. Welcome Alan!

OLD BUSINESS:

Trustees unanimously approved minutes of last meeting.

Acting Director: Board discussed posting ad on the ALA web site and to refer applicants to the library web site for details concerning job description. Joanne agreed to send the board a draft job description for review. Trustees are to get any recommendations back to her a.s.a.p. with the goal to get it posted this week. Board agreed to post on ALA and the NVPL websites, and to interview potential applicants upon receipt of their application, and keeping the job posted until August 15<sup>th</sup>, or until filled.

At our last meeting, David Anderson had agreed to speak to Renee McGrath concerning filling the Director's job on an acting basis until we could post the job, interview, and fill it. Joanne reported that David had told her that Renee would accept the job if offered to her at her old hourly salary. Joanne made a motion that we offer Renee the job for 10 hours per week at her old salary of \$25 per hour. If emergencies came up that required Renee to work over 10 hours, Joanne would have the authority to approve additional hours, up to 20 per week. Ed seconded the motion. Without further discussion, the board unanimously approved this motion. Action item: Joanne will call Renee and determine if this is satisfactory to her, and if yes, arrange her scheduling.

Acting Tech position: Seth agreed to fill the acting tech support position at 20 hours per week with flexible hours, and benefits, until the Director position is filled and the new Director had the time to post, interview, and fill the position.

Scheduling (Caitlin at 32 hours, Amy and Carrie more hours): Joanne had spoken to Caitlin about the decision at the budget meeting to offer her 40 hours per week. Catlin told Joanne that she wants to work 32 hours per week and not 40 as approved at the recent Budget meeting. The Board unanimously approved this change in hours and approved either Amy and/or Carrie to work more hours if needed during this transition period. Action item: Joanne to inform Caitlin, Amy and Carrie of this decision.

Repercussions of Desiree's resignation: All issues encountered by Desiree's resignation have been/are being quickly and successfully addressed. All bills and salaries are being correctly paid on time. With

Seth's return on Monday, the web site will be updated and the passwords and other info needed will be available. Cross-training of employees will begin and/or continue, especially in Black Mountain, so that no one will be the sole person able to do a particular job. One example of a glitch was that with Desiree's resignation, Seth was the only person with a password to update the web site.

#### ADDED NEW BUSINESS:

3-day leadership conference: One individual had heard that Catlin may be going back to school in the fall in another state and may not be available in the fall. Ed motioned that Catlin be approved for the 3-day leadership conference in Helena, contingent upon her being available in the fall for the follow-up meetings. The only expense to the library is her travel expenses. The major effort of attendees will be to develop a new project of the attendee's choice for their library and successfully implement the project. In the fall there is planned a follow-up conference on how this project has been implemented and the measurable outcomes of the project. Joanne seconded the motion. Action item: Joanne will call her and tell her of the 32-hours work decision, tell her the Board approved the conference with the understanding she will stay on in the fall to follow up on this effort.

Unpaid consultant position: Toba made a motion and Ed seconded it to offer an unpaid consultant position to Janice Charbonneau. Janice has worked for 30 years as a senior consultant for Central Massachusetts Regional Library System (70 public libraries); director of Francis Perkins Branch Library, Worcester, MA. Janice is now retired and living near Stevensville, MT. She is willing to step out of retirement to share her expertise with us. Without further discussion, the board unanimously approved this motion. Thank you Janice! Action item: Joanne to inform Janice of this decision.

Donation policy: Joanne made a motion that there be a policy that when someone donates, they immediately receive a receipt that can be used for tax purposes, that we record their name, address, phone #, and email address, so a hand-written thank you note may be sent by the Director, and they can be added to our donor's list (We have plans to create a donor database later.) Toba seconded that motion and asked if Joanne would accept an amendment that a comprehensive and clear donation policy be developed by a subcommittee of the Board. Joanne agreed to this amendment to the proposal. Alan and Joanne volunteered to be on this subcommittee. Without further discussion, the board unanimously approved this motion. Action item: Joanne and Alan provide status report of this project at next Board meeting and give timeline for completion of first draft of policy for Board review.

Sprucing up library: We discussed projects such as planting flowers outside the library, paint touch-up to outside walls where needed, doing some indoor displays, Circle of Friends campaign to raise money for the library, and getting rid of the outdoor bookshelf for free books, often filled with pop cans and trash, (Joanne said we do not need the outside bookcase because there is one just inside our doors.) Toba proposed we approach Bev, (in charge of Friends of the Library) and ask if she and her volunteers would develop a plan to spruce up the library and present it and a budget to the Trustees at the July 17 Board meeting. The volunteers would work with Amy to complete these projects. Joanne seconded the proposal. It passed unanimously. Action item: Joanne will call Bev and discuss this with her.

Celebrate John Conlan's tenure as Chair of the Board of Trustees: Joanne made a motion that we design a booklet with photos and copy about the many things accomplished under John's leadership; staff and Trustees would sign it. We would make a number of copies of the booklet to present to John to use as he wished. Ed seconded the motion which was unanimously approved. Action item: Joanne said she would talk with David to spearhead this initiative with staff help.

Staff Appreciation Luncheon meeting hosted by Trustees: Trustees discussed and agreed we would provide lunch to staff to show our appreciation of them. Lunch would be on Friday, July 12, from 11 am, to noon. We agreed on who would be responsible for what food items etc. and to open the library at noon on Friday.

Custodial Job: Joanne made a motion that before advertising this job, we will ask staff if anyone wishes to add to their working hours by accepting the newly created custodial job, (8 hours a week, \$7.90 per hour). Ed seconded. No further discussion. Motion carried with all members present approving. Action item: Joanne to mention this at the Friday luncheon.

Signature card at bank: Joanne moved that Alan Sponberg be added to the signature card at Farmer's Bank. This was seconded and unanimously approved.

Joanne moved to adjourn the meeting at 5:40 Ed seconded. No further discussion. Motion carried with all members present approving.

Respectfully submitted,

Toba M. Winston, Trustee