

North Valley Public Library Board of Trustees Meeting

Wednesday, July 8, 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
- Finances
 - Cash Report
 - Statement of Expenditure – Budget vs. Actual
 - Statement of Revenue – Budget vs. Actual
- Director's Report
- New Business
 - Election of Officers
 - Collection Development Policy
- Unfinished Business
 - Furniture
 - Building
- Adjournment

North Valley Public Library Board of Trustees Meeting

Wednesday, July 8, 2015

3:00 p.m. Library Community Room

Attending:

Alan Sponberg, Board member
Patricia Meakin, Board member
Victoria Howell, Board member
Denise Ard, Library Director
Guest: Leon Theroux

Meeting was called to order at 3:03 p.m. Joanne Charbonneau is out of town and Toba Winston absent due to an emergency. Alan is acting Chair in Joanne's absence.

Bev was absent so no report from Friends of the Library.

A decision was made to table approval of last month's minutes until next meeting.

Financial Report: Denise explained that she did not include the building donations that appear on the Cash Report into the appropriation because it was collected for the proposal for a new building and it was restricted. Patricia said the building project was not to demolish this building but a remodel so that it could be spent on remodeling projects. Alan agreed that these donations could be spent on upgrades since the original plan was for a remodel.

Expenditures: There are still outstanding bills that will get paid from the last fiscal year budget, so the June reports will be amended after those bills are paid.

Revenue Report: Patricia cautioned that money from the forest service grant must be spent for the appropriate categories specified by the grant. Mary did not organize any programs last year that the grant could be used for, but she has until December to spend what remains. Patricia moved to accept the Financial Report, Victoria seconded. Motion passed unanimously.

Election of Officers: Alan stated that the board is required under the incorporation by-laws to have three officers, a Chairperson, a Vice Chairperson and a Secretary. Joanne is willing to stay on as chair for another year or so. Patricia motioned to accept Joanne as chair, Victoria seconded. Motion passed unanimously. Patricia moved to elect Victoria for Vice-chair, Alan seconded. The motion carried unanimously. Patricia is willing to be Secretary but has concerns about the Secretary being distracted during board business by having to take minutes. Some discussion ensued. Everyone but Joanne feels that it is optimum to have a non-board member taking minutes. Victoria moved for Patricia to be secretary, Alan seconded. Motion approved unanimously.

Joanne Charbonneau will remain Chairperson, Victoria Howell is now Vice Chairperson and Patricia Meakin is Secretary.

Collection Development Policy: The State Library wants our Collection Development Policy reviewed. Denise went through it, removed some irrelevant sections and added some new

portions. North Valley Public Library has a policy of updating and revising every three years as per State requirements. The State wants library boards to be familiar with procedure, policy and the mission statement. Victoria moved to accept the Collections Policy, Patricia seconded. No more discussion. Unanimously approved. Alan signed the document so it could be sent to the State Library.

Patricia will follow up with Regina to get up-to-date population numbers, all ages, for both the Stevensville and Lone Rock School Districts.

Director's Report: Kim will be retiring from Storyline in another year so there was discussion about whether to try for another grant to keep the program going, perhaps as a contract position. The board did ask the Foundation to fundraise for it. As Grant coordinator, Patricia needs time to oversee the writing of a grant. Patricia said the library will probably have to match the funding of whatever grant we get. No decision was made at this time.

Unfinished business: Toba and Patricia went furniture shopping, taking carpet samples with them. The plan is for 2 chairs in the community room and 2 chairs in the library. Patricia brought back material swatches. The salesperson at Bitterroot Furniture in Hamilton suggested getting high quality fabric with protective surface coating. All board members agreed on the brown swatch. Patricia will check with Bev for final approval and order the chairs. The store will deliver. Patricia also has a coffee table to donate, it just needs slate inserts instead of glass.

Building inspection: Denise reported on the random sampling for asbestos in the library ceiling tiles. The Montana Room and the storage room ceiling tiles behind the Community Room were asbestos free but many of the tiles in the Community room tested positive. Denise said the estimate for asbestos abatement in the Community Room has not yet arrived but will come by the end of the month. She will go ahead with planning and coordinating the asbestos removal above the circulation area and children's room.

Her goal is to schedule it starting September and have it happen in three phases; circulation/computer area, children's room floor and ceiling and community room. The bids do not include final air clearance, which would be done by a separate company. Patricia wondered if asbestos spores were still found in the air after the cleaning, would the cleaning company take care of that and was it included in the bid.

New ceiling tiles will cost about \$1,600 for the children's room and the circulation room. Some concern on what is above the ceiling tiles in the computer area and what to do about it. Patricia moved that the library go ahead with asbestos removal, ceiling tiles and carpeting replacement and if the cost stays below \$20,000, Denise can decide the scheduling of when to take care of this. Victoria seconded. Unanimously approved. If the library has to close due to replacing the ceiling in the circulation area, employees will still get paid.

Patricia noted that the Northwest Energy Grant can only be used once so the lighting projects should be considered soon. The grant money must be used by end of 2016.

The air-conditioning in the community room has overloaded and shut down the circuits several times so there was discussion about the service panel and whether it needs replaced. Denise got an estimate from a local electrician, he said \$800-\$1,000 to replace the electrical panel.

Meeting adjourned 5:44 p.m.

Minutes by Pam Morris