

NORTH VALLEY PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING AGENDA
MARCH 21, 2012 3:30

CALL TO ORDER AT 3:30 P.M.
APPROVAL OF AGENDA
INTRODUCTION OF GUESTS
APPROVAL OF MINUTES FROM FEBRUARY 15, 2012
FINANCIAL REPORTS

OLD BUSINESS

1. BOARD PROCEDURES
2. BUDGET
3. PROGRAM COORDINATOR POSITION
4. MT CHAMBER CHOICES INSURANCE

NEW BUSINESS

1. VISTA UPDATE
2. MISSION STATEMENT
3. REVIEW BLUEPRINTS
4. LEED CERTIFICATION
5. TRUSTEE CLINIC

NEXT BOARD MEETING: APRIL 18, 2012 AT ____ P.M.

North Valley Public Library
Board of Trustees
Meeting Minutes
March 21, 2012

Members Present:

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

Guests:

Caitlin Kempainen
Leon Theroux

CALL TO ORDER

John Conlan called the meeting to order at 3:31 P.M. and welcomed the newest trustee, Ed Harrison to the Board.

1. Approval of Agenda: John moved to approve the agenda as written with the exception of moving the VISTA update to the top. David Anderson seconded. No further discussion. Motion carried with all members present approving.
2. John introduced guests.
3. Approval of Minutes: John moved to approve the Minutes for February 15, 2012 Board Meeting as written. Joanne Charbonneau seconded. No further discussion. Motion carried with all members approving.

NEW BUSINESS

1. VISTA Update: For the benefit of new members, Caitlin Kempainen presented what the VISTA program is as well as the mid-year update.
 - A. What is VISTA and what do they do?
 1. VISTAs serve as a short-term resource to help sponsor organizations and achieve lasting solutions to poverty.
 2. Purpose of VISTA is to eliminate poverty.
 3. Key words: Capacity and Sustainability
 4. How NVPL was able to acquire a VISTA worker
 - a. Over 50% of students at school qualify for free/reduced lunches
 - b. Lack of accessible enrichment activity in the area hindering imaginative development
 - c. Help build enrichment program activities up by maintaining existing ones or developing new ones.
 5. Continued and New Programming for Children since July 2012
 - a. *Preschool/Toddler Storytime* every Wednesday

At the most recent *Storytime*, 25 children/over 40 people total attended this program and it continues to grow. We will probably need to begin additional *Storytime* as we are reaching room capacity.

- b. *R.E.A.D. to a Dog Program*
Desiree and Caitlin organized the *R.E.A.D. to a Dog Program* focusing on anyone who has trouble reading aloud.
- c. *Ready 2 Read Program*
Focusing on reading with young children. This program may be a way to add additional story times.
- d. *Winter and Spring Break Activities* (art classes, game days, science classes)
Hopefully will be able to schedule more art classes.
- e. *Summer Reading Program (Dream Big – Read!)*

The overall theme this year, "Discover the Bitterroot" using 3 main avenues:

- i. Dream Big – Read: a structured reading log with incentives to read
- ii. Garden and Conservation Club at the Stevi Community Garden
- iii. Summer Recreation Field Trips

The goal is to bring in more nature-based programming for kids who possibly do not have many of these opportunities through the school. These will be funded partly through the Forest Service Grant received last summer and through the Rural Health Initiative, incubator grants, and Friends of the Library.

- f. *Children's Garden Club (Get Into Dirt @ the Library)*
- g. *Field trips exploring the Bitterroot and Missoula Valleys*
- h. *Summer Lunch Program at St. Mary's Catholic Church*

6. Adult Programming

Along with the VISTA Campus Partner from MSU Ravalli County Extension Office, adult education classes will be offered as well.

7. Providing outreach and marketing: Caitlin does press releases, social media, word of mouth promoting for VISTA and the library. Exposure is very big with VISTA.

Capacity leads into Sustainability. The community and staff believe these programs need to be kept at the library. Having a VISTA worker at NVPL for the past 2 years has helped develop these enriching programs.

8. Financial Resource Development

One of her responsibilities is to develop a budget and obtain monies for that budget
Part of the sustainable resource solutions needed for 2012-2013 are as follows:

- a. Securing 20% of funding for programs through grants
- b. Maintaining budget spreadsheets to be passed on to staff
- c. Volunteer databases are kept updated and available
- d. Ultimately will need to establish a permanent position.

9. Important information to consider for future programming:

- a. There is an opportunity for a 3rd year VISTA worker.
- b. Caitlin's last day is July 23, 2012.
- c. Continuity and consistency in established programs, especially in children's programs, are important.

Caitlin has a detailed description of goals she wishes to accomplish before her year is over. Desiree added that Caitlin has not only completed much of the identified goals, but has gone above and beyond the requirements expected especially in creating community partnerships.

Leon Theroux and John commented on their observations of her efficiency and willingness to make a positive influence in the library. Additionally, she has taken advantage of continuing education programs including a grant writing class through the University, and attending various VISTA conferences/webinars on securing partnerships with the community, and has identified possible grant opportunities for Children's Programming locally.

CALL TO ORDER cont.

4. Financial Reports:

- A. Mill levy (4510) income is down about \$2,000, however last month's was much higher than anticipated. Will continue to watch.

- B. Travel line increased as preparing for MLA conference
- C. Thanks to Leon for his work on the building repairs
- D. Thanks to Roger for his work on the dry wall

David moved to accept the financial report as prepared and presented by Desiree. Joanne seconded. No further discussion. Motion carried with all members approving.

OLD BUSINESS

1. Board Procedures: This is a recap of information John obtained while attending a workshop the county sponsored.

A. Caution with emails. If members are responding to emails regarding library business, it is possible to violate the open meeting laws. If a dispute did arise, emails could be requested by an attorney.

As a precaution, if a trustee has something they want other members to be aware of before the next meeting, an email can be sent containing the information, but there should be no reply.

B. Desiree has a working copy of agenda items. When adding an item to the agenda, it is preferred to have that information to Desiree one week before to meeting, but no later than the Friday prior to said meeting complying with the 48 hour notice mandate.

C. Chairs for various committees:

- David Anderson, Building Committee
- Karen Powers, Fundraising Committee
- Joanne Charbonneau, Grant Writing Subcommittee
- John Conlan, Spokesperson for the entire building project

D. The election office has officially cancelled the trustee elections for NVPL. Joanne Charbonneau has filled Rita Faulkner's position uncontested and Ed Harrison has filled Jamison Starbuck's position uncontested. Welcome to the Board.

2. Proposed Budget for 2012-2012

We reviewed the proposed budget line by line. Since some of the needed information is not available from the county until after our fiscal year begins, it is not uncommon to operate under the proposed budget until this information is available.

Interest on the Intercap loan changed from 1.95 to 1.25. This rate is in effect from February 16, 2012 to February 16, 2013.

There will continue to be fine-tuning to the proposed budget as we get closer to the new fiscal year, but it is agreed that it does well to reflect the priorities the library holds.

Two budget items needing careful consideration still to be discussed:

1. Salary and wages/cap
2. Program Coordinator position

The Board appreciates all of Desiree's work on the budget to this point – keeping the draft on schedule.

3. Program Coordinator Position:

Desiree handed out a draft description for the half-time Proposed Program Coordinator Position.

Their schedule would be determined at time of hire.

According to the State website, it may be possible to hire internally if someone is interested.

ACTION ITEM: Desiree will confirm hiring mandates for this position and report back at the April 25 meeting.

4. MT Chamber Choices Insurance:

Eligible staff, Desiree and John met with Christa Lecoure from Western States Insurance Agency. Christa brought additional information to present and will run some quotes from the community pool of BCBS as well. The community pool allows us to customize plans. Another meeting with staff will be held as more information is available.

NEW BUSINESS

1. Mission Statement

It is Joanne's findings that a key in all grant proposals is the Mission Statement of the organization. It is felt the one we currently have does not reflect adequately our goals of NVPL. Joanne submitted ideas to update and clarify what we have.

To adequately address this important issue, it is felt that we need to give careful thought to what we have been doing in the past, what we are doing now, and what our focus is in the future - always considering community input and what our budget can sustain in the future.

ACTION ITEM:

Desiree will ask the staff for their input. Each board member will put thought to this and bring back their information at a strategic planning session April 25 meeting.

Points to consider:

- The primary goal of the library – to get people to be life-long readers and learners
- Getting kids involved while young
- Building clientele
- Welcoming environment
- Encouraging the exchange of knowledge and ideas
- Reflect where we want to go in the future
- Updating the Value Statement during this process

3. Blueprints

Review of the Children's area for location and size clarification.

4. LEED Certification

John presented a fact sheet on what LEED certification is and what is required. Further information is available at www.usbgc.org.

5. Trustee Clinics Available

1. MSL will be holding a Trustee Clinic Saturday, April 28 in Butte from 9:30 – 3:00 P.M. at Silver Bow Public Library. For those interested, we will carpool for this event.

ACTION ITEM: John will register those interested in attending.

2. Darby Community Library is hosting a Trustee Workshop Wednesday, September 5 from 9:00 – 3:00 pm. Dr. Mary Bushing will be present: *Looking At Change: Reaffirming Our Values and Clarifying the Thing That Matter in a Public Library*. More information will be coming.

6. Housekeeping Items

1. Bank signature cards need to be updated.

John moved to add Ed Harrison to the bank signature card and drop Jamison Starbuck. David seconded. No discussion. Motion carried with all members approving.

ACTION ITEM: John will let us know when the bank is ready to have us come in to sign.

7. Director's Report

A. Cooperative Purchasing Agreement – NVPL entered into this cooperative with the State on February 28 allowing us to purchase equipment/supplies at the State's discounted rate. Desiree is taking advantage of this and buying needed staff computers.

B. Sponsorships

1. The Civic Club is looking for sponsors for the Creamery Picnic. No formal information is available at this time, but when it is we will consider sponsoring them.

2. MLA is seeking sponsors for the annual conference.

After a brief discussion it was decided to keep our monies local for this year.

C. Arts Week 2012 – Richard Ellis will present *Great Photographers of the 20th Century West* on Tuesday, June 5 at 6:00 pm at the Stevensville Hotel. This event is free to the public. Cost to the library is \$50.

D. Humanities Montana Speakers Bureau – Desiree is considering writing a grant for a speaker series. More information is available at http://www.humanitiesmontana.org/programs/mtconversations/speakers/sb_index.php

E. R.E.A.D. Therapy Dog Program – Beginning March 28 at 2:30, a therapy team will be coming to the library the 2nd and 4th Wednesdays of each month. All are welcome to attend. More information is available through <http://therapyanimals.org/R.E.A.D.html>

F. Marketing – Desiree has been working on a new stationary design, window cling, and the library's brochure. Biweekly ads in the Star will begin the first week of April. Thanks to Karen Powers for connecting us with a graphic designer who volunteered her services in this endeavor.

G. Budgeting Webinar – Presented by Harold Blattie of Montana Association of Counties on March 14. Topics of interest: mill levies and how they are determined, and information about a Depreciation Reserve Fund, and how to create them. Depreciation Reserve funds are used "... for the replacement and acquisition of property, capital improvements, and equipment necessary to maintain and improve district library services." Any money not used by the end of the fiscal year can be placed in this account. Materials from this training are available from Desiree.

H. Rummage Sale – Scheduled for Saturday, May 12 in the Community Room. The goal is to open up more space in the Community Room by selling excess items. Proceeds will go the Foundation.

I. First Friday, April 6 – The library will be short-staffed. Ed and John will assist from 5:00 – 8: 00 pm. Thank you.

J. Movie Licensing USA – Desiree has been looking into Saturday Matinees for the library. Costing us \$350/year, we can obtain permission from Movie Licensing USA. A few restrictions do apply. Along with this endeavor, Desiree is looking into purchasing a wireless projector, ceiling mounted. Money is available in the budget for this.

K. Adult Programming - Caitlin and Desiree met with Virginia from MSU Ravalli County Extension. We will be having poultry classes on April 18 and 25, and a SNAP (Supplemental Nutrition Assistance Program) class beginning sometime in May or June.

L. Traveling to MLA: the library staff is paid mileage and conference time only – not travel time.

John moved to adjourn. Joanne seconded. No discussion. Motion carried with all members approving. Meeting adjourned at 6:16 pm.

Items to remember: Mission Statement homework, Trustee Clinic registration, bank signature.

The next NVPL Board of Trustees meeting will meet April 18, 2012 at 3:30 P.M. in the Community Room of the library.

The next Special Board Meeting of the NVPL Board of Trustee will be held Wednesday, April 25, 2012 at 3:30 pm to discuss salaries/wages/caps, and the Program Coordinator position.

Respectfully submitted,

Gayle Tom
Secretary