

# NORTH VALLEY PUBLIC LIBRARY

## Board of Trustees Meeting

Wednesday, January 13, 2016

3:00 p.m. Montana Room

- Call to Order/Roll Call
- Public Comment
- Guests
  - ✚ Friends of the Library report – Beverly Helrich
  - ✚ Donna Bainbridge - Foundation
- Approval of Minutes
  - ✚ December 9, 2015
- Finances
  - ✚ Cash Report
  - ✚ Statement of Expenditure – Budget vs. Actual
  - ✚ Statement of Revenue – Budget vs. Actual
- New Business
  - ✚ Board Election
  - ✚ Roles and responsibilities of Director, Board of Trustees, Foundation and Friends
  - ✚ Retreat date in compliance with Open Meeting Act
  - ✚ Strategic Planning
- Adjournment

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208 Main St., Stevensville, MT 59870, 406-777-5061

[northvalleylibrary.org](http://northvalleylibrary.org)

Monday – Friday 10 a.m. to 7 p.m.

Saturday 10 a.m. to 5 p.m.

## North Valley Public Library Board of Trustees Meeting

Wednesday January 13, 2016  
3:00 p.m. NVPL Montana Room  
APPROVED 2-10-16

### Attending:

Joanne Charbonneau, Board chairperson  
Patricia Meakin, Board member  
Meghan Hanson, Board Member  
Victoria Howell, Board Member  
Denise Ard, Library Director  
Leon Theroux, Guest

Joanne called the meeting to order at 3:05 p.m. Michael Higgins was not in attendance.

Friends Report: Bev was unable to attend but gave her report to Denise. 24 people came to the Friends Christmas party. Toba Winston sold her jewelry during the party as a fund raiser and donated \$311.00. The Chocolates and Author's party will be Friday, March 18<sup>th</sup>. The theme this year will be commemorating the first pioneer settlement of Stevensville's in conjunction with the Founders Day 175<sup>th</sup> Anniversary.

Approval of Minutes: Joanne moved to approve last month's board minutes. Patricia seconded. The motion was unanimously approved.

Finances: Colleen has been paid up to date, except for projects she's working on at this time. Meghan, an Architect, said she is willing to look upstairs and assess.

Denise has the breakdown of Colleen Miller's labor vs supplies if the board wants that information. Joanne said the renovations turned out phenomenal for the low cost of labor. The electrician came in to do the final hookups and signed off on the electrical work.

Joanne moved to approve finances. Victoria seconded. The financial report was unanimously approved.

Board Election: Two positions are up for election on May 3rd, 2016. Filing is open until February 8<sup>th</sup>, 2016, and Oath of Candidacy forms are available. Michael Higgins and Meghan Hanson need to file if they want to stay on the board of trustees.

Foundation Report: Donna Bainbridge updated the board on the Foundation's status, including the grants for which she has applied. The Foundation website has been updated. She also gave a memorandum of understanding about how the relationship between the board and the Foundation works to be reviewed by the board.

Strategic Planning: Joanne stated that the board's interests and goals are about the big picture, not interfering with Friends, the Foundation or the management of the library and staff. They

do not determine specific programming. The board will give the Friends and Foundation an annual list of what they would like to see happening.

The board will put out a survey to the community in the paper, online and deliver to stakeholders in the community. The goal is to discover the best way the library can serve our community and get input on how to encourage people who don't use the library to come in. The survey will target as many aspects of the community as possible, i.e. schools, civic groups, home-schoolers, etc. so the library can do more to accommodate everyone.

Lauren McMullen from the state library can come talk to the board about organizing a community "listening session". She would also return to facilitate a "listening session" as well. The state library recommends every library in the state do this. The board decided not to invite the State Consultant at this time and do a survey first.

Victoria will look into doing a pint-night at the Blacksmith's Brewery on behalf of the library. Denise will send the board members a copy of the Pew Foundation questionnaire regarding libraries.

Meghan will check the upstairs for safety and stability issues. Denise will send Meghan what she has as far as the floor plan and other information about the upstairs.

Meeting adjourned at 5:30 p.m.