

# NORTH VALLEY PUBLIC LIBRARY

BOARD OF TRUSTEES SPECIAL MEETING AGENDA  
FEBRUARY 8, 2012 1:00 P.M.

CALL TO ORDER AT 9:00 A.M.  
APPROVAL OF AGENDA

OLD BUSINESS

1. TRUSTEE VACANCY

**NEXT BOARD MEETING: FEBRUARY 15, 2012 AT 3:30 P.M.**

North Valley Public Library  
Board of Trustees  
Special Meeting Minutes for Trustee Vacancy  
February 8, 2012

Members Present:

David Anderson – Trustee  
Joanne Charbonneau - Trustee  
John Conlan – Board Chair  
Gayle Tom – Trustee

Guests:

Desiree Dramstad, Library Director

CALL TO ORDER

John Conlan called the special board meeting to order at 1:05 P.M.

1. John moved to amend the agenda in order to address housekeeping items:: the Foundation process, 02/10/12 telephone conversation with Melissa Bangs, and 02/27/12 meeting with Ben Lloyd of Comma-Q, Steve Conway of Martel Construction. David Anderson seconded. No further discussion. Motion carried, with all members present approving.
2. We do have a quorum.

NEW BUSINESS

1. Replacement for Jamison Starbuck's trustee position. We reviewed the protocol for the appointment/election process, and the needs of the library. Due to time constraints, we unanimously agreed to select a replacement at this time. After discussion, John moved to appoint Ed Harrison to fill the remainder of the vacant trustee position. Joanne Charbonneau seconded. No further discussion. Motion carried, with David abstaining.

ACTION ITEM: John will contact Ed Harrison and Rachel Courteau of our decision.

2. Housekeeping Items:
  - a. NVPL Foundation Articles of Organization/Attorney Fees/Retainer: Has been received. Total expenditure, including filing fees of \$850.00, comes to \$1,300.00. Friends of the Library have offered to pay this fee.

Review of a retainer contract included in the package sent by the attorney for monthly maintenance of the Foundation was reviewed and discussed. John has sent an email for clarification. It was felt to be more appropriate for the Foundation members to address this and decide.

ACTION ITEM: John will contact Bev Helrich with Friends of the Library regarding payment.

- b. Melissa Bangs scheduled telephone call, 02/10/12 at 10:00 A.M. Reviewed list of questions she has sent for answer and/or research, and discussed any additional questions we for that conversation. Estimated length of time/cost for both the phone conversation and her upcoming

- visit. Her charge is \$60/hr. Anticipating no more than a \$180 charge. There is a possibility that this can be considered part of the 'seed money' given to the Fundraising Committee.
- c. Meeting with Ben Lloyd and Steve Conway: If anyone has something to add to the agenda for the meeting on Monday, February 27, at 3:00 P.M., please get it to John by next week. This will be considered a Board of Trustee meeting.
  - d. David suggested we include quarterly financials including the basic Balance Sheet and Profit/Loss on our website. All agreed to the idea promoting transparency in the community and information for potential donors to review.

ACTION ITEM: Desiree Dramstad will do this beginning with the most current quarter.

Meeting adjourned at 2:30 P.M.

The next meeting of the NVPL Board of Trustees will be Wednesday, February 15, at 3:30 P.M.

Respectfully Submitted,

Gayle Tom  
Secretary