

BOARD OF TRUSTEES  
AGENDA  
JULY 17 3:30 P.M.

CALL TO ORDER AT 3:30 P.M.

APPROVAL OF AGENDA

INTRODUCTION OF GUESTS

APPROVAL OF MINUTES FROM June 19, 2013, July 8, and possibly minutes  
from previous meetings to update our website

FINANCIAL REPORTS if any

REPORT FROM FRIENDS OF THE LIBRARY including financials and  
upcoming events

REPORT from Leon on painting exterior

Report from Chair on actions taken since July 1, 2013

Report from Acting Director (if any) including report from our Program Co-  
Ordinator

Progress report from Subcommittees (Policy, Strategic Planning)

OLD BUSINESS

1. PROCEDURES / PROTOCOL:

2. Secretary for Board of Trustees. We must have one according to our bylaws.

NEW BUSINESS

1. Creamery Picnic and parade: Need to make decisions quickly to make something happen. At Civic Club luncheon July 11, there was enthusiasm for us to have presence by giving story hours (3 of them spaced out during the day?) Hooked on Books. Do we want a booth or just set up in children's section. Hand out helium or other balloons with I love NVPL and list of things we offer?

2. Ideas about sprucing up library:

- Coordinate Friends and Volunteers to do this. Getting colorful, attention-getting lettering over door with CHILDREN'S ROOM (interwoven calligraphic Book of Kells idea from Joanne), painting beige/brown wall a bright primary color, etc.
- Ask Leon to help with priming, painting of exterior and trim after some minor repairs—filling in.
- Put bucket for Spruce up Donations on front desk ASAP. Get temporary Friends brochure out front

3. Plan a Meet and Greet of New Trustees: either at hotel or in Community Room: Friends brochure as well as one (no longer than 2) page handout of credentials of new Board. Thick paragraph on each of us with what we bring to our work as volunteer trustees. Sooner the better to schedule: Mid August?
4. Arrange with Lauren McMullen, Consulting Librarian, Montana State Library to meet with the new director and all the trustees in mid-September for training/orientation.
5. Need to review by-laws at August meeting

**OTHER BUSINESS:**

ADD and put before New Business the following items:

Job Descriptions for Tech and Custodial

Add motion to remove Desiree and Gayle from signatory card at Farmers Bank

Add letter of acknowledgement of application and application process (what criteria to weed out applicants)

**NEXT BOARD MEETING: Aug 21, 2013 3:30 P.M.**

**North Valley Public Library**

Board of Trustees

Minutes

July 17, 2013

Members Present:

David Anderson, Vice-Chair

Joanne Charbonneau, Chair

Ed Harrison, Trustee

Alan Sponberg, Trustee

Toba M. Winston, Trustee

Others Present:

Beverly Helrich, Friends of the Library

Renee McGrath, Acting Director

CALL TO ORDER

Joanne called the meeting to order at 3:35 pm. We have a quorum.

APPROVAL OF AGENDA

Joanne moved that the minutes be approved with the addition of amendments listed under "other business" in the revised agenda. Approved.

APPROVAL OF MINUTES

Joanne moved approval of updated draft of minutes from the June 19, 2013 board meeting. Approved

Joanne moved approval of minutes prepared by Toba from July 8, 2013 board meeting. Approved.

Joanne moved to approve minutes of board meetings on May 20, 21, and 22. Approved.

FINANCIAL REPORTS

No new financial reports were presented at this meeting. The acting director will prepare financial reports for June and July to be presented at the August board meeting.

REPORT FROM FRIENDS OF THE LIBRARY

Beverly provided the board with an update on the chair art fundraiser. One will be on display for Darby Logger Days, and eight will be on display throughout Stevensville for a silent auction fundraiser during the first week of October. There will also be one chair decorated to remain in the children's room at the library.

The annual Creamery Picnic book sale is expected to raise \$900-\$1000 for the library this year as it has in previous years. The Friends hope to have a brochure completed by this time with new lifetime membership levels. (Trustees Joanne and Toba signed up for lifetime memberships.)

The Friends will host a picnic for members in September, and a membership tea in October. New members are needed. Please spread the word.

#### REPORT FROM LEON ON PAINTING EXTERIOR

Joanne presented Leon's report on painting the exterior of the building (see Report from Chair for details). David recommended seeking community input on color choice. Renee suggested contacting the Main Street Design committee for ideas. The board felt that this might be a good opportunity for some positive public relations for the library.

Action item: Renee will contact the Main Street Association to find out when the Design Committee is meeting. Renee and Alan will try to attend the next meeting.

#### REPORT FROM CHAIR

See written report from chair will included with meeting minutes.

#### REPORT FROM ACTING DIRECTOR

No formal report was given at this meeting. Renee asked if board members would like to review monthly circulation and database usage statistics. It was decided that such reports would be presented annually, with the understanding that board members can request usage statistics at any time.

#### POLICY SUBCOMMITTEE REPORT

Ed distributed a draft revision of the library's Grievance Policy.

Action item: Board members should respond to Ed with any suggested revisions before the August board meeting.

#### STRATEGIC PLANNING REPORT

Action item: Joanne and Toba will interview staff members and compile a preliminary report of their findings at the August board meeting.

#### OLD BUSINESS

#### PROCEDURES/PROTOCOL

Joanne reminded board members that the board chair should represent the board in any contact with the media. It was also recommended that responses to media questions be provided in writing so as to avoid any miscommunication in the future.

Joanne noted that we don't have an official secretary. Renee volunteered to serve as secretary until a new director is hired.

#### CREAMERY PICNIC AND PARADE

Three board members will march in the parade with the library banner. Staff, volunteers, and children who participate in the summer reading program will be invited to join them. Kim Gibbs will be telling stories in pirate costume three times during Creamery Picnic. Board suggested having a bookshelf with free children's books to hand out at the events. Beverly offered to donate books from the Friends collection for this purpose.

Action items: Renee will ask Caitlin Kempainen to purchase candy for library to distribute during the parade and to round up bookmarks to hand out.

### SPRUCING UP THE LIBRARY

The board estimates that it will take approximately \$1000 to “spruce up the library” in the manner delineated on the board meeting agenda. It was suggested that there be a donation bucket on the front desk outlining our plans and requesting donations of cash and volunteers.

Action items: Renee will assign a staff member to create a sign about library improvements as well as slips for potential volunteers to complete. Slips can be collected in bucket with cash donations for the project at the checkout desk.

### MEET AND GREET OF NEW TRUSTEES

Joanne suggested a Meet and Greet of new trustees. The consensus was that this should wait until a new director is hired so that the director can be introduced to the community at the same time as the trustees. There was some discussion about whether the Blacksmith Brewery might help to raise funds for the library (and host the meet and greet?) when the new director is hired.

### BOARD ORIENTATION

Joanne has spoken with Lauren McMullen at the state library about coming in to do a new board member orientation training in the fall. It would be best to do this when the new library director is hired, however, since Lauren’s schedule fills quickly, we should pick a date in mid-September and adjust as necessary.

Action item: Joanne will contact Lauren McMullen to schedule a board orientation training in September.

### BOARD BY-LAWS

The library board by-laws need to be reviewed at the August meeting.

Action item: Renee will review by-laws and submit them, with any recommended revisions to board members for their input. Board members should respond with suggested changes before the August meeting so that a final draft can be approved at that time.

### OTHER BUSINESS:

Joanne moved to approve and post the job description for the technology position with the following revisions: include web site maintenance and social media in primary job duties and change hourly rate from \$12.50 to \$12.75/hr. Approved.

David moved to approve and post the custodial job description. Approved. It was also mentioned that Larry who has been volunteering to do custodial tasks at the library may be interested in continuing without pay.

Action item: Renee will talk to Larry to see if he is interested in continuing to help the library with custodial responsibilities.

Joanne mentioned that the bricks for the library building project that are currently being stored at John Conlan’s house will need to be moved since he is moving. Toba offered to store them at her house instead.

**BANK SIGNATORY CARDS**

Joanne moved that John Conlan, Desiree Dramstad, and Gayle Tom’s names be removed from the library bank accounts at Farmers State Bank. Toba clarified that the bank needs a copy of the board minutes (signed by two board members) which include the three bank account numbers:

0074006456 – Operating Account

0074006472 – Petty Cash

0076040800 – Savings

[Also 0074006456 – Loan]

The names of the people who are being removed from the accounts:

John Conlan

Desiree Dramstad

Gayle Tom

And the names of the people who are being added to, or will remain on the accounts:

David Anderson

Joanne Charbonneau

Robert E. Harrison

Renee Vaillancourt McGrath

Alan Sponberg

Toba M. Winston

We would also like to make all of these people representatives for North Valley Public Library authorized to submit ACH (direct deposit) files.

Signed by: \_\_\_\_\_

Signed by: \_\_\_\_\_

**DIRECTOR RECRUITMENT**

Joanne shared a draft acknowledgement of application that she will send to all applicants for the director position. Renee will print all applications and sort them by relevant criteria for board members to review. We will not begin to review applications until August 15. Joanne suggested that we also add information about Stevensville and links to additional information about Stevensville and Montana under the Career link on our web site.

Action items: Renee will print and sort director applications and ask Seth to post the information that Joanne prepares about Stevensville on the web site. Seth will also create links to other sites with information about Stevensville and Montana.

Joanne moved to adjourn at 5:40 p.m. Approved.

Respectfully submitted,

Renee McGrath, acting director

**REPORT FROM THE CHAIR, Joanne Charbonneau**  
**JULY 17, 2013**

In the 15 days since Desiree's departure, I worked immediately with staff to make sure we would open on time and be fully staffed, that paychecks were cut and delivered on time, that all bills were paid that needed to be. Once the trustees received Desiree's e-mail resignation, I e-mailed all the staff assuring them that we the trustees had all the confidence in them and that we were there to back them up in the transition. We have held two special trustees meetings which were posted 48 hours before—minutes will be approved shortly.

We have hired Renee McGrath as our Acting Director until the position of Director is filled, we have re-hired Seth Pollman up to 20 hours per week as our Tech person. We held a Staff Appreciation luncheon with food and drink provided by the trustees on July 12 and enjoyed a wonderful exchange of ideas and collaboration with the staff, who expressed gratitude to us for our appreciation of them. There was excitement about moving forward together on strategic planning.

We have interviewed for the trustee vacancy (John Conlan's seat) and unanimously approved Alan Sponberg as our newest trustee, filling out the 5-person board. The Board approved Janice Charbonneau as unpaid volunteer Libray Consultant to act as liaison and advisor and collection development resource person.

I am in contact with two librarians at the state level—Lauren McMullen has offered us assistance to help us through our transition and is aware of our situation. Tracy Cook is on sabbatical and is no longer our liaison. We are working with Amy to have volunteers begin databases for potential donors. I visited with Nancy at Cottage Garden, after which she donated the many lovely plants for the area outside our community room and expressed interest in being more involved as Friend. The Board has instituted a donation policy and better record keepings and thank-yous.

I attended the Civic Club luncheon as a guest of Amy Ling and connected with that group: we discussed ways of partnering with them on projects (Founder's Day, for example). I talked with Dale Burke about co-hosting a Lee Metcalf conference.

The Board has worked with Renee to get the ad and full job description posted on the ALA JobList as well as on our website—already up as of July 15<sup>th</sup> and placed ads in Bitterroot Star. Asked Leon to cost out painting the exterior. We are working with Kim Gibbs, who has already begun, with our permission, outreach to the elderly in the community. The Board has talked with the staff and Beverly, the head of the Friends, about sprucing up the interior of the library and prioritized some immediate needs. We are working with the staff, who are newly energized, about improvements and ideas that were not realized under Desiree's tenure.

The Board is ensuring that we are keeping with budget and moving forward with all our services and programs.