

North Valley Public Library Board of Trustees Meeting

Wednesday, December 10, 2014

3:00 p.m. Library's Community Meeting Room

- Call to Order/Roll Call
- Public Comment
- Introduction of Guests
 - ✚ Friends of the Library report – Beverly Helrich
 - ✚ Building report – Leon Theroux
 - ✚ Foundation report – Madeline Levine
- Approval of Minutes
 - ✚ November 12, 2014
- Approval of Finances
 - ✚ Cash Report
 - ✚ Statement of Expenditure – Budget vs. Actual
 - ✚ Statement of Revenue – Budget vs. Actual
- Director's Report
- Unfinished Business
 - ✚ Meeting Room Policy
 - ✚ Building Improvements
- New Business
 - ✚ URL for shorter email addresses
 - ✚ Letter to Farmer's Bank regarding transferring ACH files
 - ✚ Inclement weather closures
 - ✚ Budget adjustment/ Holiday bonus
- Adjournment

Approved 1-15-15

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3:00 p.m. Library's Community Meeting Room

Attending:

Joanne A. Charbonneau, Chair

Alan Sponberg, Board member

Toba Winston, Board member

Victoria Howell, Board member

Denise Ard, Library Director

Bev Heinrich, Friends of the Library

Leon Thereaux, Building and Grounds volunteer (RSVP)

Joanne called the meeting to order at 3:00.

Public Comment: Hazel Smith, representative from Al-Anon asked questions on the availability of the community room and inquired about the policies and stated the group's needs. The board thanked her for her input. Joanne said the board would get back to her when the policy is finalized. Hazel left.

Friends of Library: Bev reported the November book sale was successful, they made \$579.00, which brought the total made from book sales in 2014 to over \$2,000. The next Friends fund raiser will be Chocolate and Authors but no date is set yet. However, it will be in February or March and after Valentine's Day.

Victoria reported the Main Street Association will only sponsor 6 First Fridays a year which means other months the library would have its own advertising for a First Friday event. Some other businesses will continue doing some activities. There will no longer be sponsored First Fridays in January, February, March, April, July or Sept. That leaves the sponsored months as May, June, August, October, November and December.

Building report: Leon reported all smoke alarms and carbon monoxide detectors are working. He has not changed the heating filters because Anderson is still mid construction. The new awning lights are up and working. The back room leaked and a roofer came and put down extra seals. Also some discussion about the gutters backing up as a possible cause of leaks and could there be some drainage solutions. Keith from Caribou put heat tape up last year. The plan is to monitor for now.

Library Foundation report: Toba said they are planning one more meeting. Madeline has agreed to stay on until there is an official handoff to a new person. The new Foundation by-laws need to be reviewed and approved. The next meeting will hopefully be in January.

Approval of minutes: Joanne moved to approve Nov. 12th board meeting minutes, Toba seconded. All approved. Joanne motioned to approve the minutes of the special board meeting. Victoria seconded. All approved.

Finances:

Cash Report: Denise has an appointment scheduled with an accountant (Tammy) the next day and they will check expenditures and revenue reports. However, the main reason for the appointment is checking that taxes were taken out correctly before W-2 are due. The important point is the program is working and the data is getting registered. All looks good at this point.

Joanne moves to accept finances. Victoria seconded. All approved.

Director's Report: Joanne congratulated Denise on handling the Stevi Café problem, which is now fixed; streamlining payroll, arranging free Ingram's shipping.

Unfinished Business:

There was much discussion on revising the community room use policy. The policy was completely rewritten and reviewed. Lines here and there were changed. The biggest changes are that groups will be allowed to book two evenings a week for 2 months and 2 months in advance to give many groups and the library to have new and interesting programming for the community. Joanne noted all the changes and will email to Denise to post on the website.

Joanne moved to accept this new policy as amended. Alan seconded. All approved.

Building improvements:

Denise reported she had arranged with the Trapper Job Corp to spackle and paint the community room if approved by the board. Trapper Job Corp said they can purchase the primer and paint at a discount and then the library can reimburse them. Trapper Job Corp wanted to know whether to paint metal bars at entrance and whether to paint or remove the pieces of wood along the ceiling at a few places. Victoria will ask John Kellogg what the metal bars at the entrance to the community room are for. It was decided that the wood along some of the ceiling tiles should be removed.

Victoria motioned to accept Trapper Creek Job Corp to spackle and paint the walls. Joanne seconded. All approved. Joanne and Denise will pick a warm, cream color for walls.

Denise presented a bid from Celestial Flooring in Stevensville for carpet tiles. The cost for carpet was \$1925, Labor \$700 and floor prep about \$100. Toba said she is still negotiating with her carpet contact.

Alan reported further on his discussion with John Anderson about scratch and dent units. The 4 ton units will be adequate. Upgraded grills is included in second bid. Anderson's personal donation of \$1500 in cash and may go to Foundation. His additional quote for a business donation was \$1500 and is inclusive in the bid. Moving the old furnace will cost an additional \$2000 value but it is included in the bid. The electrical and miscellaneous is not included.

Alan asked that the library send a get well card to Don, the man who was injured working for Anderson's while at the library, as well as a to John Anderson for shoulder surgery.

Victoria invited anyone interested to a meeting the next day regarding an outside library sign.

New Business:

- The URL address will not be reduced but left as is.
- A letter to Farmer's Bank- needs signatures before it can be sent. Joanne signed and Ed will too, to end the account.
- The weather closure policy is now to allow Denise to make the call about opening late and/or closing early. Victoria motioned to accept the above, all approved.

The Board unanimously approved a \$200 Christmas coupon/bonus for the Director as well as \$1500 travel reimbursement for her moving from Illinois.

Meeting was adjourned at 5:05pm.

Minutes taken by Pam Morris.