

NORTH VALLEY PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING AGENDA
JANUARY 16, 2013 3:30 P.M.

CALL TO ORDER AT 3:30 P.M.
APPROVAL OF AGENDA
INTRODUCTION OF GUESTS
APPROVAL OF MINUTES FROM DECEMBER 19, 2012
FINANCIAL REPORTS
REPORT FROM FRIENDS OF THE LIBRARY

OLD BUSINESS

1. STORYLINE
2. INTERCAP
3. FOUNDATION UPDATE
4. WAGE INCREASES

NEW BUSINESS

1. SPARE KEY FOR ALANON
2. COMMUNITY ROOM USE (CAITLIN KEMPAINEN)
3. ANNUAL FUND DRIVE
4. OTHER BUSINESS
5. DIRECTOR'S REPORT

NEXT BOARD MEETING: FEBRUARY 20, 2013 3:30 P.M.

North Valley Public Library
Board of Trustees
Meeting Minutes
January 16, 2013

Members Present:

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

Guest:

Beverly Helrich, Friends of the Library
Caitlin Kempainen, Program Coordinator
Leon Theroux
Toba Winston

CALL TO ORDER

John Conlan called the meeting to order at 3:30 pm

1. Approval of Agenda: The agenda was approved with the following change in order:
 - Move New Business Community Room Use to first item of discussion.John moved to accept this change of order. Joanne Charbonneau seconded. No further discussion. Motion carried with all members present approving.
2. We have a quorum.
3. John recognized guests: Beverly Helrich, Leon Theroux and Toba Winston.

NEW BUSINESS:

1. Community Room Use, presented by Caitlin Kempainen. As the community room is being used more frequently, Caitlin offered a proposal for a Program and Presenter Policy. This would help create a standard policy for programs and guest presenters. Items discussed included charging for the use of the room, presenters charging for workshops, additional sales of other goods at library initiated programs, solicitation of business, honorariums not covered by gifts and grants.

ACTION ITEM:

1. Caitlin will finalize a draft of the Program and Presenter Policy and will send a draft to the trustees to review and/or present at the February 2013 Board Meeting for final discussion and approval.

CALL TO ORDER, cont.

4. Approval of Minutes: John moved to accept the minutes for the Board of Trustee Meeting dated December 19, 2012. Joanne seconded. No further discussion. Motion carried with all members present approving.

5. Financial Reports: Desiree Dramstad presented the financials for December. John moved to accept the financial reports as presented. David seconded. No further discussion. Motion carried with all members approving.

CALL TO ORDER, cont.

6. Friends of the Library Report by Beverly Helrich: Chocolate and Authors will be held Friday, February 22, 2013 from 4 – 8 pm. This will mark the 18th year of this fund raiser. Last year's event brought in approximately \$1,300 with 18 local artists participating. The theme this year will be Discovery Starts Here/Reach for the Stars. Tickets will be \$5.00.

In order for the Friends to set up for this event, John moved the library be closed all day February 22 with adequate communication given to the public about this closure. David Anderson seconded. No further discussion. Motion carried with all members present approving.

OLD BUSINESS

1. Storyline:
No news on a vehicle. Discussion included additional persons/places to approach with the proposal, and the purpose for pursuing this service to the community being mindful of the potential costs of this endeavor.
2. INTERCAP:
John has been contact by Julie Flynn at the Board of Investments asking if we are ready to close this loan out as there has been no draw on it for some time now. This loan was specifically for Phase I of the building project. After discussion, David moved to contact her to close the account. Joanne seconded. A brief discussion followed. Motion carried with all members present approving.

INTERCAP will refinance mortgages for government entities at the veritable rate of 1.25, and will go out as much as 15 years. Upon research, it was noted that over the past 10 years, the rate has not exceeded 5%. At present, our mortgage is above 4.5 and is only available for 5 years. Discussion regarding penalties for payoff of the existing loan early, payoff of new loan if paying current payment amount at lower interest rate, if/when to do the change.

Information about INTERCAP is available at:

www.investmentmt.com/BondPrograms/INTERCAP/default.mcp

ACTION ITEM: Desiree will run the numbers to see how fast we could pay it off by making the same payments we do now with the lower interest, and place it on the agenda for next month.

3. Foundation Update:
John met with Michelle at Allegra Printing giving her information about the building and pictures and showing her other Foundation brochures. She will look at some designs and get back to John.

John met with Carl Olson, the Foundation Public Relations person at Missoula Public Library. John Conversation included:

- types of members on Foundations vs. Boards

- the idea of Stevensville library being a 'destination library' meaning people not only come to Stevensville for the Mission, but also to the library for something else that we might offer
For example, the Salish connection – a research library within a library.

Something to consider: A possible partnership with St. Mary's Mission and/or partnering with the Salish.

OLD BUSINESS, cont.

3. Foundation Update, cont.

Regarding the Foundation website, John has been working with Seth. A domain name was needed in order to continue. John donated funds to the Foundation establishing: www.NVPL Foundation.org.

- ##### 4. Wage Increase:
- After reviewing the information made available to us by Desiree, David moved to give everyone a 2% raise. Joanne seconded. After a brief discussion, Joanne asked to amend David's motion to read "a 2% salary increase for the hourly staff that are eligible." David accepts the amendment. No further discussion. Motion carried with all members present approving.

Desiree waived her option of a closed session while discussing her salary. After a brief review of information provided, David moved to raise Desiree's annual salary to \$42,950. Joanne seconded. No further discussion. Motion carried with all members present approving.

Effective dates for these increases will begin with the next pay period: January 20, 2013.

NEW BUSINESS, cont.

1. Spare Key for ALANON

Secondary to the library's new hours of operation, the leader of ALANON requested permission to obtain a key to the Community Room for their meetings. They have been reputable users of the library for many years and the board sees no problem in granting this request.

ACTION ITEM: Desiree will issue a key to them with the understanding that if/when the current contact person/leader changes, the key must be returned to the director to be re-issued to the new contact person.

3. Annual Fund Drive

Desiree has put together a letter to be sent to 1000 patrons with a request for a donation either to the general fund or the building fund. She would like to do this every February as it is 'Library Lovers' month in Montana. Inside the envelope will be the letter of request, a postcard and a return stamped envelope for people to send their donations to us. Total cost for printing the letter, address labels, internal postcard/envelope, and postage comes to \$1,410.

Beverly volunteered the Friends to help stuff the envelopes and get them into the mail by February 11.

4. Other Business

Insulation Update: Nothing has been done as of date. John will contact Quest Enterprises of Victor with the deadline of January 31, 2013 to have this project completed. If he is unable to comply, we will offer the work to one of the other bidders.

5. Director's Report

1. Big Read – Caitlin and Desiree are working on an application for a Big read grant for January 2014 using Ray Bradbury's *Fahrenheit 451*. This would be in collaboration with Wendy in Darby. Application is due February 5.
2. Black Mountain update – continuing to identify items to be addressed in the FY13-14 budget. Working on notebook instructions for the accounting system.
3. Offline2013 – Seth and Donna are attending this technology conference in Butte on February 1-2.
4. Yarns @ the Library – A new program started January 14 for people who knit, crochet, do needlework etc. come together to work on projects and socialize.
5. Collection development – refining purchasing procedures in order to become more systematic with evaluation on how much money is spent on what kinds of items and for what age groups.

Gayle Tom moved to adjourn at 5:35pm. John seconded. No further discussion. Motion carried with all members present approving.

The next NVPL Board of Trustees meeting will be **Wednesday, February 20 at 3:30 pm** in the Community Room.

Respectfully submitted,

Gayle Tom
Secretary